

ATTENDANCE REPORT

Employee: GALLOGO, CRISTINE JOY BALISTOY  
Employee ID: 2024-533  
Selected Date: No date range selected

| DATE               | TIME IN      | TIME OUT      | LATE AM   PM | TOTAL LATE | UNDERTIME AM   PM | TOTAL UNDERTIME | TOTAL HOURS AM & PM   | TOTAL HOURS RENDERED | TOTAL DEDUCTION (LATE + UNDERTIME) | TOTAL ABSENT | REQUIRED HOURS  |  |
|--------------------|--------------|---------------|--------------|------------|-------------------|-----------------|-----------------------|----------------------|------------------------------------|--------------|-----------------|--|
| Feb 03, 2025 (Mon) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No Undertime      | 0               |                       | 8 hrs. 0 min. 0 sec. | 0                                  | 0            | 8 hr/s, 0 min/s |  |
|                    | 7:56:00 AM   | 12:05:00 PM   |              |            |                   |                 | AM WORKED:            |                      |                                    |              |                 |  |
|                    |              |               |              |            |                   |                 | 4 hr/s. 0 min. 0 sec. |                      |                                    |              |                 |  |
|                    | 2ND TIME IN: | 2ND TIME OUT: |              |            |                   |                 | PM WORKED:            |                      |                                    |              |                 |  |
|                    | 1:26:00 PM   | 6:08:00 PM    |              |            |                   |                 | 4 hrs. 0 min. 0 sec.  |                      |                                    |              |                 |  |
| Feb 04, 2025 (Tue) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No Undertime      | 0               |                       | 8 hrs. 0 min. 0 sec. | 0                                  | 0            | 8 hr/s, 0 min/s |  |
|                    | 7:57:57 AM   | 12:14:27 PM   |              |            |                   |                 | AM WORKED:            |                      |                                    |              |                 |  |
|                    |              |               |              |            |                   |                 | 4 hr/s. 0 min. 0 sec. |                      |                                    |              |                 |  |
|                    | 2ND TIME IN: | 2ND TIME OUT: |              |            |                   |                 | PM WORKED:            |                      |                                    |              |                 |  |
|                    | 1:33:05 PM   | 6:06:55 PM    |              |            |                   |                 | 4 hrs. 0 min. 0 sec.  |                      |                                    |              |                 |  |
| Feb 05, 2025 (Wed) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No Undertime      | 0               |                       | 8 hrs. 0 min. 0 sec. | 0                                  | 0            | 8 hr/s, 0 min/s |  |
|                    | 7:58:41 AM   | 12:11:23 PM   |              |            |                   |                 | AM WORKED:            |                      |                                    |              |                 |  |
|                    |              |               |              |            |                   |                 | 4 hr/s. 0 min. 0 sec. |                      |                                    |              |                 |  |
|                    | 2ND TIME IN: | 2ND TIME OUT: |              |            |                   |                 | PM WORKED:            |                      |                                    |              |                 |  |
|                    | 1:28:45 PM   | 5:49:22 PM    |              |            |                   |                 | 4 hrs. 0 min. 0 sec.  |                      |                                    |              |                 |  |
| Feb 06, 2025 (Thu) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No Undertime      | 0               |                       | 8 hrs. 0 min. 0 sec. | 0                                  | 0            | 8 hr/s, 0 min/s |  |
|                    | 7:59:50 AM   | 12:17:30 PM   |              |            |                   |                 | AM WORKED:            |                      |                                    |              |                 |  |
|                    |              |               |              |            |                   |                 | 4 hr/s. 0 min. 0 sec. |                      |                                    |              |                 |  |
|                    | 2ND TIME IN: | 2ND TIME OUT: |              |            |                   |                 | PM WORKED:            |                      |                                    |              |                 |  |
|                    | 1:29:13 PM   | 6:15:07 PM    |              |            |                   |                 | 4 hrs. 0 min. 0 sec.  |                      |                                    |              |                 |  |

| DATE                        | TIME IN      | TIME OUT      | LATE AM   PM | TOTAL LATE | UNDERTIME<br>AM   PM | TOTAL<br>UNDERTIME | TOTAL HOURS AM & PM   | TOTAL HOURS<br>RENDERED | TOTAL<br>DEDUCTION<br>(LATE +<br>UNDERTIME) | TOTAL<br>ABSENT | REQUIRED<br>HOURS  |  |
|-----------------------------|--------------|---------------|--------------|------------|----------------------|--------------------|-----------------------|-------------------------|---|-----------------|--------------------|--|
| Feb<br>07,<br>2025<br>(Fri) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 8:01:25 AM   | 12:23:23 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:32:08 PM   | 5:42:59 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>10,<br>2025<br>(Mon) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 8:05:35 AM   | 12:11:54 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:15:46 PM   | 5:57:17 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>11,<br>2025<br>(Tue) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 7:57:27 AM   | 12:07:02 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:29:40 PM   | 5:50:09 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>12,<br>2025<br>(Wed) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 7:55:34 AM   | 12:13:57 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:22:01 PM   | 6:10:40 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>13,<br>2025<br>(Thu) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 8:00:09 AM   | 12:11:57 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:31:06 PM   | 6:15:51 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |

| DATE                        | TIME IN      | TIME OUT      | LATE AM   PM | TOTAL LATE | UNDERTIME<br>AM   PM | TOTAL<br>UNDERTIME | TOTAL HOURS AM & PM   | TOTAL HOURS<br>RENDERED | TOTAL<br>DEDUCTION<br>(LATE +<br>UNDERTIME) | TOTAL<br>ABSENT | REQUIRED<br>HOURS  |  |
|-----------------------------|--------------|---------------|--------------|------------|----------------------|--------------------|-----------------------|-------------------------|---|-----------------|--------------------|--|
| Feb<br>14,<br>2025<br>(Fri) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 8:03:09 AM   | 12:12:10 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:26:10 PM   | 5:52:20 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>17,<br>2025<br>(Mon) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 7:02:33 AM   | 12:11:50 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:27:38 PM   | 6:03:28 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>18,<br>2025<br>(Tue) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 7:05:27 AM   | 12:13:07 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:34:18 PM   | 5:47:10 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>19,<br>2025<br>(Wed) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 8:00:47 AM   | 12:10:16 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:30:00 PM   | 5:55:16 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |
| Feb<br>20,<br>2025<br>(Thu) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 7:59:14 AM   | 12:10:25 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:31:11 PM   | 5:54:11 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |

| DATE                        | TIME IN      | TIME OUT      | LATE AM   PM | TOTAL LATE     | UNDERTIME<br>AM   PM | TOTAL<br>UNDERTIME | TOTAL HOURS AM & PM    | TOTAL HOURS<br>RENDERED | TOTAL<br>DEDUCTION<br>(LATE +<br>UNDERTIME) | TOTAL<br>ABSENT | REQUIRED<br>HOURS  |     |
|-----------------------------|--------------|---------------|--------------|----------------|----------------------|--------------------|------------------------|-------------------------|---|-----------------|--------------------|-----|
| Feb<br>21,<br>2025<br>(Fri) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0              | No<br>Undertime      | 0                  | AM WORKED:             | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |     |
|                             | 7:59:58 AM   | 12:11:14 PM   |              |                |                      |                    | 4 hr/s. 0 min. 0 sec.  |                         |   |                 |                    |     |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |                |                      |                    | PM WORKED:             |                         |   |                 |                    |     |
|                             | 1:32:33 PM   | 5:40:41 PM    |              |                |                      |                    | 4 hrs. 0 min. 0 sec.   |                         |   |                 |                    |     |
| Feb<br>24,<br>2025<br>(Mon) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE:     | 3 mins 32 secs | No<br>Undertime      | 0                  | AM WORKED:             | 7 hrs. 56 min. 28 sec.  | 3 min/s, 32<br>sec                          | 0               | 8 hr/s, 0<br>min/s | PRE |
|                             | 8:18:32 AM   | 12:10:34 PM   | 3 min 32 sec |                |                      |                    | 3 hr/s. 56 min. 0 sec. |                         |   |                 |                    |     |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |                |                      |                    | PM WORKED:             |                         |   |                 |                    |     |
|                             | 1:30:33 PM   | 5:59:02 PM    |              |                |                      |                    | 4 hrs. 0 min. 0 sec.   |                         |   |                 |                    |     |
| Feb<br>25,<br>2025<br>(Tue) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0              | No<br>Undertime      | 0                  | AM WORKED:             | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |     |
|                             | 7:58:45 AM   | 12:14:42 PM   |              |                |                      |                    | 4 hr/s. 0 min. 0 sec.  |                         |   |                 |                    |     |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |                |                      |                    | PM WORKED:             |                         |   |                 |                    |     |
|                             | 1:02:11 PM   | 5:50:02 PM    |              |                |                      |                    | 4 hrs. 0 min. 0 sec.   |                         |   |                 |                    |     |
| Feb<br>26,<br>2025<br>(Wed) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0              | No<br>Undertime      | 0                  | AM WORKED:             | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |     |
|                             | 8:00:30 AM   | 12:06:43 PM   |              |                |                      |                    | 4 hr/s. 0 min. 0 sec.  |                         |   |                 |                    |     |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |                |                      |                    | PM WORKED:             |                         |   |                 |                    |     |
|                             | 1:33:54 PM   | 5:48:39 PM    |              |                |                      |                    | 4 hrs. 0 min. 0 sec.   |                         |   |                 |                    |     |
| Feb<br>27,<br>2025<br>(Thu) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0              | No<br>Undertime      | 0                  | AM WORKED:             | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |     |
|                             | 8:00:30 AM   | 12:09:23 PM   |              |                |                      |                    | 4 hr/s. 0 min. 0 sec.  |                         |   |                 |                    |     |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |                |                      |                    | PM WORKED:             |                         |   |                 |                    |     |
|                             | 1:27:57 PM   | 5:52:27 PM    |              |                |                      |                    | 4 hrs. 0 min. 0 sec.   |                         |   |                 |                    |     |

| DATE                        | TIME IN      | TIME OUT      | LATE AM   PM | TOTAL LATE | UNDERTIME<br>AM   PM | TOTAL<br>UNDERTIME | TOTAL HOURS AM & PM   | TOTAL HOURS<br>RENDERED | TOTAL<br>DEDUCTION<br>(LATE +<br>UNDERTIME) | TOTAL<br>ABSENT | REQUIRED<br>HOURS  |  |
|-----------------------------|--------------|---------------|--------------|------------|----------------------|--------------------|-----------------------|-------------------------|---|-----------------|--------------------|--|
| Feb<br>28,<br>2025<br>(Fri) | 1ST TIME IN: | 1ST TIME OUT: | No Late      | 0          | No<br>Undertime      | 0                  | AM WORKED:            | 8 hrs. 0 min. 0 sec.    | 0   | 0               | 8 hr/s, 0<br>min/s |  |
|                             | 8:03:39 AM   | 12:08:18 PM   |              |            |                      |                    | 4 hr/s. 0 min. 0 sec. |                         |   |                 |                    |  |
|                             | 2ND TIME IN: | 2ND TIME OUT: |              |            |                      |                    | PM WORKED:            |                         |   |                 |                    |  |
|                             | 1:24:25 PM   | 5:42:50 PM    |              |            |                      |                    | 4 hrs. 0 min. 0 sec.  |                         |   |                 |                    |  |

| Duty Hours To Be<br>Rendered          | Total Time<br>Rendered       | Total Time Deduction (Late +<br>Undertime + Absent Hours) | Total Late                | Total<br>Undertime        | Total<br>Absent |
|---------------------------------------|------------------------------|---|---------------------------|---------------------------|-----------------|
| 160 hr/s from (20<br>days total hour) | 159 hr/s, 56<br>min/s 28 sec | 0 hr/s, 3 min/s 32 sec                                    | 0 hr/s, 3<br>min/s 32 sec | 0 hr/s, 0 min/s,<br>0 sec | 0               |