

ATTENDANCE REPORT

Employee: ITONG, ANNA REA DAMASIN
Employee ID: 14241-0601
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	REMARKS			
Apr 01, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	ON OFFICIAL TRAVEL WHOLE DAY			
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:30:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.								
Apr 02, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	13 mins 57 secs	No Undertime	0	AM WORKED:	7 hrs. 46 min. 3 sec.	13 min/s, 57 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM			
	8:28:57 AM	12:01:49 PM	13 min 57 sec				3 hr/s. 46 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	12:50:07 PM	5:37:36 PM					4 hrs. 0 min. 0 sec.								
Apr 03, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	PRESENT			
	8:11:58 AM	12:02:42 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	12:49:12 PM	5:43:45 PM					4 hrs. 0 min. 0 sec.								
Apr 04, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	PRESENT			
	8:13:17 AM	12:04:17 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:13:22 PM	5:34:02 PM					4 hrs. 0 min. 0 sec.								

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Apr 07, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	4 mins 5 secs	No Undertime	0	AM WORKED:	7 hrs. 55 min. 55 sec.	4 min/s, 4 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:19:05 AM	12:08:34 PM					3 hr/s. 56 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	4 min 5 sec				PM WORKED:					
	12:59:11 PM	5:32:11 PM					4 hrs. 0 min. 0 sec.					
Apr 08, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	PRESENT
	8:13:04 AM	12:10:20 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:22:44 PM	5:45:32 PM					4 hrs. 0 min. 0 sec.					
Apr 10, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	4 mins 33 secs	No Undertime	0	AM WORKED:	7 hrs. 55 min. 27 sec.	4 min/s, 33 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:19:33 AM	12:01:59 PM					3 hr/s. 55 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	4 min 33 sec				PM WORKED:					
	1:22:15 PM	5:32:22 PM					4 hrs. 0 min. 0 sec.					
Apr 11, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	8 mins 27 secs	No Undertime	0	AM WORKED:	7 hrs. 51 min. 33 sec.	8 min/s, 26 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:23:27 AM	12:07:48 PM					3 hr/s. 52 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	8 min 27 sec				PM WORKED:					
	1:30:00 PM	5:34:00 PM					4 hrs. 0 min. 0 sec.					
Apr 14, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	13 mins 38 secs	No Undertime	0	AM WORKED:	7 hrs. 46 min. 22 sec.	13 min/s, 38 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:28:38 AM	12:12:46 PM					3 hr/s. 46 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	13 min 38 sec				PM WORKED:					
	1:23:05 PM	5:36:55 PM					4 hrs. 0 min. 0 sec.					

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Apr 15, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	7 mins 10 secs	No Undertime	0	AM WORKED:	7 hrs. 52 min. 50 sec.	7 min/s, 10 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:22:10 AM	12:26:05 PM					3 hr/s. 53 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	7 min 10 sec				PM WORKED:					
	1:28:28 PM	5:33:56 PM					4 hrs. 0 min. 0 sec.					
Apr 16, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	8 mins 58 secs	No Undertime	0	AM WORKED:	7 hrs. 51 min. 2 sec.	8 min/s, 58 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:23:58 AM	12:06:39 PM					3 hr/s. 51 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	8 min 58 sec				PM WORKED:					
	1:31:32 PM	5:34:02 PM					4 hrs. 0 min. 0 sec.					
Apr 21, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	0	0	0	8 hr/s	8 hr/s, 0 min/s	INVALID ATTENDANCE
	12:04:47 PM	1:03:35 PM										
	2ND TIME IN:	2ND TIME OUT:										
	5:38:41 PM											
Apr 22, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	2 mins 51 secs	No Undertime	0	AM WORKED:	7 hrs. 57 min. 9 sec.	2 min/s, 51 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:17:51 AM	12:03:45 PM					3 hr/s. 57 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	2 min 51 sec				PM WORKED:					
	1:11:16 PM	5:36:23 PM					4 hrs. 0 min. 0 sec.					
Apr 23, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	14 mins 43 secs	No Undertime	0	AM WORKED:	7 hrs. 45 min. 17 sec.	14 min/s, 43 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:29:43 AM	12:21:09 PM					3 hr/s. 45 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	14 min 43 sec				PM WORKED:					
	1:33:49 PM	5:48:10 PM					4 hrs. 0 min. 0 sec.					

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Apr 24, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	23 mins 4 secs	No Undertime	0	AM WORKED:	7 hrs. 36 min. 56 sec.	23 min/s, 4 sec	0	8 hr/s, 0 min/s	PRESENT - LATE AM
	8:38:04 AM	12:04:19 PM					3 hr/s. 37 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	23 min 4 sec				PM WORKED:					
	1:22:23 PM	5:34:11 PM					4 hrs. 0 min. 0 sec.					

Duty Hours To Be Rendered	Total Time Rendered	Total Time Deduction (Late + Undertime + Absent Hours)	Total Late	Total Undertime	Total Absent
120 hr/s from (15 days total hour)	110 hr/s, 18 min/s 34 sec	9 hr/s, 41 min/s 25 sec	1 hr/s, 41 min/s 26 sec	0 hr/s, 0 min/s, 0 sec	8 hr/s