

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 | |
|-----------------------------|--------------|---------------|---------------|-----------------|----------------------|--------------------|------------------------|-------------------------|---|-----------------|--------------------|-----|
| Jan 02, 2025 (Thu) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 26 mins 37 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 33 min. 23 sec. | 26 min/s, 37 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:41:37 AM | 12:03:28 PM | | | | | 3 hr/s. 33 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 26 min 37 sec | | | | PM WORKED: | | | | | |
| | 12:52:54 PM | 5:41:08 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 03, 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 | |
| | 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. | | | | | |
| Jan 06, 2025 (Mon) | 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 | |
| | 8:14:45 AM | 12:00:00 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:34:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 07, 2025 (Tue) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 22 mins 36 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 37 min. 24 sec. | 22 min/s, 36 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:37:36 AM | 12:02:03 PM | | | | | 3 hr/s. 37 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 22 min 36 sec | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:41:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |

| 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 | |
|-----------------------------|--------------|---------------|---------------|-----------------|----------------------|--------------------|------------------------|-------------------------|---|-----------------|--------------------|-----|
| Jan 08, 2025 (Wed) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 17 mins 31 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 42 min. 29 sec. | 17 min/s, 31 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:32:31 AM | 12:14:50 PM | | | | | 3 hr/s. 42 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 17 min 31 sec | | | | PM WORKED: | | | | | |
| | 1:03:33 PM | 5:37:37 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 09, 2025 (Thu) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 10 mins 3 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 49 min. 57 sec. | 10 min/s, 3 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:25:03 AM | 12:01:23 PM | | | | | 3 hr/s. 50 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 10 min 3 sec | | | | PM WORKED: | | | | | |
| | 12:54:28 PM | 5:34:29 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 10, 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 | |
| | 8:00:00 AM | 12:00:00 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:34:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 13, 2025 (Mon) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 12 mins 56 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 47 min. 4 sec. | 12 min/s, 56 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:27:56 AM | 12:04:51 PM | | | | | 3 hr/s. 47 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 12 min 56 sec | | | | PM WORKED: | | | | | |
| | 1:09:49 PM | 5:34:53 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 14, 2025 (Tue) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 10 mins 10 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 49 min. 50 sec. | 10 min/s, 10 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:25:10 AM | 12:05:58 PM | | | | | 3 hr/s. 50 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 10 min 10 sec | | | | PM WORKED: | | | | | |
| | 1:38:44 PM | 5:35:46 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |

| 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 | |
|-----------------------------|--------------|---------------|--------------|----------------|----------------------|--------------------|------------------------|-------------------------|---|-----------------|--------------------|-----|
| Jan 15, 2025 (Wed) | 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 | |
| | 8:00:00 AM | 12:00:00 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:32:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 16, 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 | ON |
| | 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. | | | | | |
| Jan 17, 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 | |
| | 8:00:00 AM | 12:00:00 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:43:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 20, 2025 (Mon) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 5 mins 56 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 54 min. 4 sec. | 5 min/s, 56 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:20:56 AM | 12:08:44 PM | 5 min 56 sec | | | | 3 hr/s. 54 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 12:56:04 PM | 5:36:15 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 21, 2025 (Tue) | 1ST TIME IN: | 1ST TIME OUT: | PM LATE: | 3 mins 43 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 56 min. 17 sec. | 3 min/s, 43 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:00:00 AM | 12:00:00 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | 3 min 43 sec | | | | PM WORKED: | | | | | |
| | 1:48:43 PM | 5:41:44 PM | | | | | 3 hrs. 56 min. 17 sec. | | | | | |

| 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 | |
|-----------------------------|--------------|---------------|---------------|-----------------|----------------------|--------------------|------------------------|-------------------------|---|-----------------|--------------------|-----|
| Jan 22, 2025 (Wed) | 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 | |
| | 8:08:49 AM | 12:10:39 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:36:12 PM | 5:45:47 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 23, 2025 (Thu) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 1 mins 43 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 58 min. 17 sec. | 1 min/s, 43 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:16:43 AM | 12:22:10 PM | 1 min 43 sec | | | | 3 hr/s. 58 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:42:41 PM | 6:28:44 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 24, 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 | |
| | 8:06:48 AM | 12:01:36 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:41:44 PM | 6:06:14 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 27, 2025 (Mon) | 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 | |
| | 8:11:17 AM | 12:01:11 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:18:12 PM | 5:40:20 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 28, 2025 (Tue) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 12 mins 23 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 47 min. 37 sec. | 12 min/s, 23 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:27:23 AM | 12:01:08 PM | 12 min 23 sec | | | | 3 hr/s. 48 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:20:19 PM | 5:39:58 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |

| 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 | |
|-----------------------------|--------------|---------------|---------------|-----------------|----------------------|--------------------|------------------------|-------------------------|---|-----------------|--------------------|-----|
| Jan 29, 2025 (Wed) | 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 | TRA |
| | 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. | | | | | |
| Jan 30, 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 | |
| | 8:12:43 AM | 12:17:23 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:35:23 PM | 5:47:15 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Jan 31, 2025 (Fri) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 11 mins 23 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 48 min. 37 sec. | 11 min/s, 23 sec | 0 | 8 hr/s, 0 min/s | PRE |
| | 8:26:23 AM | 12:00:00 PM | 11 min 23 sec | | | | 3 hr/s. 49 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:53:00 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 |
|------------------------------------|---------------------------|--|------------------------|------------------------|--------------|
| 176 hr/s from (22 days total hour) | 173 hr/s, 44 min/s 58 sec | 2 hr/s, 15 min/s 1 sec | 2 hr/s, 15 min/s 0 sec | 0 hr/s, 0 min/s, 0 sec | 0 |