

PROFESSIONAL MAINTENANCE GROUP, INC.

PARK TRIANGLE MALL
BGC
Philippines
8564018

Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025

Note : *** All the computations below are in hours and minutes format.

Employee No. : 04528Name : BARICANTE JR, CHRISTIAN EBRADA

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	05:24			15:00	15:00	19:05	08.00	04.00				.			
09	Thu	04:13			15:00	15:00	19:08	08.00	04.00				.			
10	Fri	03:58			15:00	15:00	19:05	08.00	04.00				.			
11	Sat	06:06			15:00	15:00	19:05	07.54	04.00		00.06		.		Sat	
12	Sun	05:44			15:00	15:00	19:05	08.00	04.00				.		Sun	
13	Mon	04:35			15:00	15:00	19:06	08.00	04.00				.			
14	Tue	05:05			15:00	15:00	19:18	08.00	04.00				.			
15	Wed	03:33			15:00	15:00	19:06	08.00	04.00				.			

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 63.54	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 6
Leave : 0.0	UT : 0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Authorized Official

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LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 4057Name : CILIA, GALLEN AMPARADO

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	08:37			18:00	18:00	22:05	08.00	04.00							
09	Thu	08:58			18:00	18:00	22:06	08.00	04.00							
10	Fri	08:18													Absent	
11	Sat	08:14			18:00	18:00	22:05	08.00	04.00							Sat
12	Sun	08:28			18:00	18:00	22:05	08.00	04.00							Sun
13	Mon	08:00			18:00	18:00	22:05	08.00	04.00							
14	Tue	08:42			18:00	18:00	22:05	08.00	04.00							
15	Wed	08:34			18:00	18:00	22:05	08.00	04.00							

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 56.00	0.00	0.00	0.00	0.00	0.00
OT : 28.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 7.0	Absences : 8.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 1307Name : CORONEL, JESSICA SALINGA

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	05:29			15:00	15:00	19:05	08.00	04.00				.			
09	Thu	05:27			15:00	15:00	19:06	08.00	04.00				.			
10	Fri	05:25			15:00	15:00	19:05	08.00	04.00				.			
11	Sat	05:25			15:00	15:00	19:05	08.00	04.00				.		Sat	
12	Sun	05:34			15:00	15:00	19:05	08.00	04.00				.		Sun	
13	Mon	05:31			15:00	15:00	19:05	08.00	04.00				.			
14	Tue	05:28			15:00	15:00	19:16	08.00	04.00				.			
15	Wed	05:27			15:00	15:00	19:05	08.00	04.00				.			

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 64.00	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 03658Name : DACUBA, RODERIC MANAIT

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	04:40			15:00	15:00	19:06	08.00	04.00				.			
09	Thu	05:08			15:00	15:00	19:07	08.00	04.00				.			
10	Fri	05:02			15:00	15:00	19:05	08.00	04.00				.			
11	Sat	05:25			15:00	15:00	19:06	08.00	04.00				.		Sat	
12	Sun	05:16			15:00	15:00	19:06	08.00	04.00				.		Sun	
13	Mon	05:12			15:00	15:00	19:09	08.00	04.00				.			
14	Tue	05:05			15:00	15:00	19:21	08.00	04.00				.			
15	Wed	05:21			15:00	15:00	19:06	08.00	04.00				.			

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 64.00	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025

Note : *** All the computations below are in hours and minutes format.

Employee No. : 04275Name : DOSAL, LEONIDA ATUEL

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	05:34			15:00	15:00	19:05	08.00	04.00				.			
09	Thu	05:27			15:00	15:00	19:07	08.00	04.00				.			
10	Fri	05:35			15:00	15:00	19:05	08.00	04.00				.			
11	Sat	05:42			15:00	15:00	19:05	08.00	04.00				.		Sat	
12	Sun	05:17			15:00	15:00	19:06	08.00	04.00				.		Sun	
13	Mon	05:10			15:00	15:00	19:05	08.00	04.00				.			
14	Tue	05:23			15:00	15:00	19:16	08.00	04.00				.			
15	Wed	05:32			15:00	15:00	19:05	08.00	04.00				.			

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 64.00	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 4441Name : FABIO, MYRA

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed															
02	Thu															
03	Fri															
04	Sat															Sat
05	Sun															Sun
06	Mon															
07	Tue															
08	Wed															
09	Thu															
10	Fri															
11	Sat															Sat
12	Sun															Sun
13	Mon															
14	Tue															
15	Wed															

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 0.00	0.00	0.00	0.00	0.00	0.00
OT : 0.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 0.0	Absences : 0.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025

Note : *** All the computations below are in hours and minutes format.

Employee No. : 04597Name : ICARO, JHONEL AGUILAR

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed															
02	Thu															
03	Fri															
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed														Absent	
09	Thu	09:38			18:00	18:00	22:42	07.22	04.00		00.38					
10	Fri	08:18			18:00	18:00	22:05	08.00	04.00							
11	Sat														Absent	Sat
12	Sun														Absent	Sun
13	Mon														Absent	
14	Tue														Absent	
15	Wed														Absent	

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 15.22	0.00	0.00	0.00	0.00	0.00
OT : 8.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 2.0	Absences : 10.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 38
Leave : 0.0	UT : 0

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LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 0631Name : LAZARO, ROMEO CEZAN

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	08:30			18:00	18:00	22:05	08.00	04.00							
09	Thu	08:32			18:00	18:00	22:05	08.00	04.00							
10	Fri	08:25			18:00	18:00	22:05	08.00	04.00							
11	Sat	08:20			18:00	18:00	22:05	08.00	04.00							Sat
12	Sun	08:24			18:00	18:00	22:05	08.00	04.00							Sun
13	Mon	08:26			18:00	18:00	22:05	08.00	04.00							
14	Tue	08:39			18:00	18:00	22:05	08.00	04.00							
15	Wed	08:30			18:00	18:00	22:05	08.00	04.00							

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 64.00	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 4596Name : MONTILLA, MONIQUE

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed														Absent	
09	Thu														Absent	
10	Fri														Absent	
11	Sat														Absent	Sat
12	Sun	08:29			18:00	18:00	22:05	08.00	04.00							Sun
13	Mon														Absent	
14	Tue														Absent	
15	Wed														Absent	

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 8.00	0.00	0.00	0.00	0.00	0.00
OT : 4.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 1.0	Absences : 14.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025

Note : *** All the computations below are in hours and minutes format.

Employee No. : 3493Name : MUJAR, RENZ BRYAN ZAPICO

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	04:40			15:00	15:00	19:06	08.00	04.00				.			
09	Thu	05:34			15:00	15:00	19:06	08.00	04.00				.			
10	Fri	05:26			15:00	15:00	19:05	08.00	04.00				.			
11	Sat	05:32			15:00	15:00	19:06	08.00	04.00				.		Sat	
12	Sun	05:28			15:00	15:00	19:06	08.00	04.00				.		Sun	
13	Mon	05:25			15:00	15:00	19:06	08.00	04.00				.			
14	Tue	05:50			15:00	15:00	19:17	08.00	04.00				.			
15	Wed	05:32			15:00	15:00	19:06	08.00	04.00				.			

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 64.00	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 4517Name : OBEJAS, JIM CARL LIACER

Note : *** All the computations below are
in hours and minutes format.

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	08:32			18:00	18:00	22:05	08.00	04.00							
09	Thu	08:36			18:00	18:00	22:05	08.00	04.00							
10	Fri	08:37			18:00	18:00	22:05	08.00	04.00							
11	Sat	08:21			18:00	18:00	22:05	08.00	04.00							Sat
12	Sun	08:30			18:00	18:00	22:05	08.00	04.00							Sun
13	Mon	08:26			18:00	18:00	22:05	08.00	04.00							
14	Tue	08:42			18:00	18:00	22:05	08.00	04.00							
15	Wed	08:34			18:00	18:00	22:05	08.00	04.00							
T O T A L																
REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF											
LOW : 64.00	0.00	0.00	0.00	0.00	0.00											
OT : 32.00	0.00	0.00	0.00	0.00	0.00											
ND : 0.00	0.00	0.00	0.00	0.00	0.00											
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00											

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

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Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 0474Name : SOLETA, DOMALYN MIRANDA

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	05:35			15:00	15:00	19:06	08.00	04.00				.			
09	Thu	05:53			15:00	15:00	19:08	08.00	04.00				.			
10	Fri	05:32			15:00	15:00	19:06	08.00	04.00				.			
11	Sat	05:26			15:00	15:00	19:05	08.00	04.00				.		Sat	
12	Sun	05:47			15:00	15:00	19:06	08.00	04.00				.		Sun	
13	Mon	05:17			15:00	15:00	19:05	08.00	04.00				.			
14	Tue	05:21			15:00	15:00	19:16	08.00	04.00				.			
15	Wed	05:26			15:00	15:00	19:06	08.00	04.00				.			

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 64.00	0.00	0.00	0.00	0.00	0.00
OT : 32.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.0	Absences : 7.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Authorized Official

PROFESSIONAL MAINTENANCE GROUP, INC.

PARK TRIANGLE MALL
BGC
Philippines
8564018

Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025Employee No. : 4487Name : TINABLA, TARGET

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed															
02	Thu															
03	Fri															
04	Sat															Sat
05	Sun															Sun
06	Mon															
07	Tue															
08	Wed															
09	Thu														Absent	
10	Fri														Absent	
11	Sat														Absent	Sat
12	Sun														Absent	Sun
13	Mon														Absent	
14	Tue	08:18			18:00	18:00	22:05	08.00	04.00							
15	Wed	07:58			18:00	18:00	22:05	08.00	04.00							

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 16.00	0.00	0.00	0.00	0.00	0.00
OT : 8.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 2.0	Absences : 5.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Authorized Official

PROFESSIONAL MAINTENANCE GROUP, INC.

PARK TRIANGLE MALL
BGC
Philippines
8564018

Legend :

LOW - Length Of Work	WD - Whole Day
OT - Over Time	HD - Half Day
UT - Under Time	HDL - Half Day
LT - Lates	Leave
ND - Night Differential	

Daily Time Record for the period of 01/10/2025 to 15/10/2025

Note : *** All the computations below are in hours and minutes format.

Employee No. : 01041Name : VILLARINO, JADE GONZALES

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
01	Wed														Absent	
02	Thu														Absent	
03	Fri														Absent	
04	Sat														Absent	Sat
05	Sun														Absent	Sun
06	Mon														Absent	
07	Tue														Absent	
08	Wed	05:11			15:00	15:00	19:06	08.00	04.00					.		
09	Thu	05:45			15:00	15:00	19:06	08.00	04.00					.		
10	Fri	05:05			15:00	15:00	19:05	08.00	04.00					.		
11	Sat	05:42			15:00	15:00	19:06	08.00	04.00					.		Sat
12	Sun	05:11			15:00	15:00	19:06	08.00	04.00					.		Sun
13	Mon	05:22			15:00	15:00	19:06	08.00	04.00					.		
14	Tue	05:38			15:00	15:00	19:15	08.00	04.00					.		
15	Wed				15:00	15:00	19:05							Absent		

T O T A L

REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW : 56.00	0.00	0.00	0.00	0.00	0.00
OT : 28.00	0.00	0.00	0.00	0.00	0.00
ND : 0.00	0.00	0.00	0.00	0.00	0.00
OT ND : 0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 7.0	Absences : 8.0
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 0
Leave : 0.0	UT : 0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Authorized Official