
Authorized Official

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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

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

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

Employee No. : 1307

Name : 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

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.

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

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Employee No. : 04275 Name : 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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Daily Time Record for the period of 01/10/2025 to 15/10/2025

Employee No. : 4441

Name : **FABIO, MYRA**

[illegible]

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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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. : 04597 Name : 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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Daily Time Record for the period of 01/10/2025 to 15/10/2025

Employee No. : 0631

Name: 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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