

**DAILY TIME RECORD**  
**COMPENDIO-DADIOS, SERICA JOY M.**  
(NAME)

For the month of  
**April 1 - 30, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:18	12:21	12:30	5:14		8hrs
3-THU	7:59	12:01	12:02	5:30		8hrs
4-FRI	7:21	12:50	12:50	5:01		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:59	12:00	12:05	5:12		8hrs
8-TUE	7:57	12:04	12:11	5:06		8hrs
9-WED						Holiday
10-THU	7:57	12:05	12:05	5:01		8hrs
11-FRI	7:59	12:50	12:51	5:39		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:59	12:12	12:49	6:43		8hrs
15-TUE	7:50	12:06	12:06	5:44		8hrs
16-WED	7:38	12:15	7:38			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:59	12:01	12:05	5:08		8hrs
22-TUE	7:52	12:53	12:53	5:51		8hrs
23-WED						OB
24-THU	8:01	12:04	12:10	5:12	1min	7hrs 59mins
25-FRI						OB
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						OB

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

**SERICA JOY M. COMPENDIO-DADIOS**

VERIFIED as to prescribed office hours

**TEOFANES A. PATINDOL**  
Department Head  
Institute of Tropical Ecology and Environmental Science

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