

DAILY TIME RECORD  
MAHINLO, REYMOND V.  
(NAME)

For the month of  
October 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:01	12:03	12:06	5:07	1min	7hrs 59mins
2-THU	7:45	12:10	12:12	5:23		8hrs
3-FRI	8:04	12:05	12:07	5:29	4mins	7hrs 56mins
4-SAT						Off
5-SUN						Off
6-MON	7:44	12:08	12:11	5:49		8hrs
7-TUE	7:58	12:12	12:16	5:03		8hrs
8-WED	7:51	12:06	12:08	5:02		8hrs
9-THU	7:53	12:05	12:07	5:06		8hrs
10-FRI	7:53	12:14	1:08	5:09	8mins	7hrs 52mins
11-SAT		12:48				
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED	8:12	12:03	12:07	5:03	12mins	7hrs 48mins
16-THU	8:00	12:06	12:11		4hrs	4hrs
17-FRI	8:01	12:06	12:16	5:03	1min	7hrs 59mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	8:03	12:15	12:18	5:05	3mins	7hrs 57mins
23-THU	8:07	12:05	12:07	5:03	7mins	7hrs 53mins
24-FRI	7:53	12:10	12:12	5:08		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:10	12:12	5:03		8hrs
28-TUE	7:59	12:04	12:06	5:02		8hrs
29-WED	8:14	12:10	12:12	5:00	14mins	7hrs 46mins
30-THU	8:01	12:02	12:04	5:00	1min	7hrs 59mins
31-FRI						Holiday

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.

REYMOND V. MAHINLO

VERIFIED as to prescribed office hours

HAZELLE V. ASALDO  
Department Head  
BOR & University Secretary

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