

DAILY TIME RECORD  
BONCALON, JOSHUA MHEL  
(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  | 7:42 | 12:08 | 12:11 | 5:57 |     | 8hrs                                                                            |
| 2-THU  | 7:22 | 12:23 | 12:24 | 5:34 |     | 8hrs                                                                            |
| 3-FRI  | 7:58 | 12:30 | 12:33 | 5:25 |     | 8hrs                                                                            |
| 4-SAT  |      |       |       |      |     | Off                                                                             |
| 5-SUN  |      |       |       |      |     | Off                                                                             |
| 6-MON  | 7:22 | 12:05 | 12:06 | 5:14 |     | 8hrs                                                                            |
| 7-TUE  | 7:35 | 12:43 | 12:44 | 5:26 |     | 8hrs                                                                            |
| 8-WED  | 7:26 | 12:29 | 12:30 | 5:13 |     | 8hrs                                                                            |
| 9-THU  | 7:45 | 12:07 | 12:09 | 5:28 |     | 8hrs                                                                            |
| 10-FRI | 7:46 | 12:08 | 12:10 | 5:18 |     | 8hrs                                                                            |
| 11-SAT |      |       |       |      |     | Off                                                                             |
| 12-SUN |      |       |       |      |     | Off                                                                             |
| 13-MON | 7:27 | 12:10 | 12:20 | 5:23 |     | 8hrs                                                                            |
| 14-TUE |      |       |       |      |     | OB                                                                              |
| 15-WED |      |       |       |      |     | OB                                                                              |
| 16-THU |      |       |       |      |     | OB                                                                              |
| 17-FRI |      |       |       |      |     | OB                                                                              |
| 18-SAT |      |       |       |      |     | Off                                                                             |
| 19-SUN |      |       |       |      |     | Off                                                                             |
| 20-MON |      |       |       |      |     | Holiday                                                                         |
| 21-TUE |      |       |       |      |     | BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS |
| 22-WED | 7:43 | 12:11 | 12:16 | 5:05 |     | 8hrs                                                                            |
| 23-THU | 7:51 | 12:07 | 12:08 | 5:15 |     | 8hrs                                                                            |
| 24-FRI | 7:50 | 12:07 | 12:18 | 5:28 |     | 8hrs                                                                            |
| 25-SAT |      |       |       |      |     | Off                                                                             |
| 26-SUN |      |       |       |      |     | Off                                                                             |
| 27-MON | 7:59 | 12:31 | 12:33 | 5:05 |     | 8hrs                                                                            |
| 28-TUE | 7:47 | 12:32 | 12:53 | 5:15 |     | 8hrs                                                                            |
| 29-WED | 7:45 | 12:04 | 12:05 | 5:15 |     | 8hrs                                                                            |
| 30-THU | 7:42 | 12:45 | 12:52 | 5:05 |     | 8hrs                                                                            |
| 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.

JOSHUA MHEL BONCALON

VERIFIED as to prescribed office hours

SEAN O. VILLAGONZALO

Director  
University Information and Communications Technology Services

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| 19-SUN |      |       |       |      |     | Off                                                                             |
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