

DAILY TIME RECORD  
GODOY, CELSO P.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	6:16	10:45	1:25	5:41		8hrs
2-TUE						FL
3-WED						FL
4-THU	6:28	10:42	1:07	5:32		8hrs
5-FRI	6:30	10:36	1:23	5:44		8hrs
6-SAT						Off
7-SUN						Off
8-MON	6:30	10:59	11:07	5:39		8hrs
9-TUE	6:23	10:34	1:14	5:36		8hrs
10-WED	6:14	10:37	10:57	5:34		8hrs
11-THU	6:19	10:31	11:00	5:31		8hrs
12-FRI						FL
13-SAT						Off
14-SUN						Off
15-MON	6:13	10:37	1:30	5:48		8hrs
16-TUE	6:19	10:30	11:16	5:54		8hrs
17-WED						Absent
18-THU						Absent
19-FRI						Absent
20-SAT						Off
21-SUN						Off
22-MON						SUSPENDED 12:01 pm 11:59 pm
23-TUE						Absent
24-WED						Absent
25-THU						SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON						Absent
30-TUE						Absent

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.

CELSO P. GODOY

VERIFIED as to prescribed office hours

RENEZITA S. COME

Dean  
Faculty of Forestry and Environmental Science

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