

DAILY TIME RECORD

YU, ELWIN JAY V.

(NAME)

For the month of

June 1 - 30, 2025

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						COM COURSE SYLLABUS WORKSHOP
3-TUE						COM COURSE SYLLABUS WORKSHOP
4-WED	7:53	12:23	12:24	5:02		8hrs
5-THU	7:52	12:02	12:04	5:05		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:32	12:02	12:04	5:02		8hrs
10-TUE						OB
11-WED	7:55	12:00	12:02	5:24		8hrs
12-THU						Holiday
13-FRI	7:15	12:02	12:03	5:09		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:42	12:09	12:22	5:01		8hrs
17-TUE	7:51	12:02	12:03	5:03		8hrs
18-WED	7:54	12:00	12:01	5:01		8hrs
19-THU						OB
20-FRI						OB
21-SAT						Off
22-SUN						Off
23-MON	8:00	12:24	12:26	5:28		8hrs
24-TUE						BLS & SFA TRAINING
25-WED						BLS & SFA TRAINING
26-THU						BLS & SFA TRAINING
27-FRI						BLS & SFA TRAINING
28-SAT						Off
29-SUN						Off
30-MON	7:57	12:01	12:04	5:08		8hrs

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.

ELWIN JAY V. YU

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO

Department Head

Office of the Vice President for Administration & Finance

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