

DAILY TIME RECORD

YU, ELWIN JAY V.

(NAME)

For the month of

July 1 - 31, 2025

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						CDO
2-WED	7:48	12:01	12:02	5:01		8hrs
3-THU	7:26	12:00	12:02	5:00		8hrs
4-FRI	7:54	12:00	12:02	5:06		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:41	12:00	12:02	5:01		8hrs
8-TUE						OB
9-WED						OB
10-THU						OB
11-FRI						OB
12-SAT						OB
13-SUN						Off
14-MON						SLP
15-TUE	7:55	12:00	12:03	5:04		8hrs
16-WED	7:32	12:00	12:03	5:11		8hrs
17-THU						Absent
18-FRI						CDO
19-SAT						Off
20-SUN						Off
21-MON	7:26	12:02	12:03	6:42		8hrs
22-TUE	7:45	12:01	12:03	5:00		8hrs
23-WED	7:58	12:02	12:04	5:00		8hrs
24-THU	7:44	12:01	12:04	5:13		8hrs
25-FRI						CDO
26-SAT						Off
27-SUN						Off
28-MON	7:56	12:03	12:09	5:03		8hrs
29-TUE	7:53	12:00	12:05	5:05		8hrs
30-WED	7:14	12:00	12:02	5:01		8hrs
31-THU	7:57	12:00	12:01	5:15		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. SERINO

Department Head

Office of the Vice President for Administration & Finance

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