

DAILY TIME RECORD  
RATILLA, MARK C.

(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	8:00	12:01	12:05	6:00		8hrs
2-THU	8:00	12:57	12:58	5:22		8hrs
3-FRI	8:00	12:20	12:23	5:33		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:57	12:08	7:57	5:44		8hrs
7-TUE	8:00	12:21	12:25	5:24		8hrs
8-WED	6:48	12:33	12:41	7:30		8hrs
9-THU	8:05	12:57	12:58	6:00	5mins	7hrs 55mins
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU	7:59	12:08	12:09	6:10		10hrs 10mins
17-FRI	7:52	12:23	12:25	5:10		9hrs 16mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:58	12:03	12:07	5:48		8hrs
22-WED	7:58	12:07	12:10	5:28		8hrs
23-THU	8:01	12:15	8:01	5:17	1min	7hrs 59mins
24-FRI						VL
25-SAT						Off
26-SUN						Off
27-MON	8:06	12:12	12:16	5:18	6mins	7hrs 54mins
28-TUE	7:54	12:05	12:06	5:06		8hrs
29-WED	6:56	12:03	12:52	6:30		8hrs
30-THU	7:57	12:10	7:57	5:59		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.

MARK C. RATILLA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs

DAILY TIME RECORD  
RATILLA, MARK C.

(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	8:00	12:01	12:05	6:00		8hrs
2-THU	8:00	12:57	12:58	5:22		8hrs
3-FRI	8:00	12:20	12:23	5:33		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:57	12:08	7:57	5:44		8hrs
7-TUE	8:00	12:21	12:25	5:24		8hrs
8-WED	6:48	12:33	12:41	7:30		8hrs
9-THU	8:05	12:57	12:58	6:00	5mins	7hrs 55mins
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU	7:59	12:08	12:09	6:10		10hrs 10mins
17-FRI	7:52	12:23	12:25	5:10		9hrs 16mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:58	12:03	12:07	5:48		8hrs
22-WED	7:58	12:07	12:10	5:28		8hrs
23-THU	8:01	12:15	8:01	5:17	1min	7hrs 59mins
24-FRI						VL
25-SAT						Off
26-SUN						Off
27-MON	8:06	12:12	12:16	5:18	6mins	7hrs 54mins
28-TUE	7:54	12:05	12:06	5:06		8hrs
29-WED	6:56	12:03	12:52	6:30		8hrs
30-THU	7:57	12:10	7:57	5:59		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.

MARK C. RATILLA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs