

DAILY TIME RECORD  
CAINTIC, JOIE PROCESO S.

(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	12:00	7:02	10:43	11:59		8hrs
2-WED	12:00	7:02	10:39	11:59		8hrs
3-THU	12:00	7:02				7hrs
4-FRI	7:00	12:00			3hrs	5hrs
5-SAT	6:58	3:01				8hrs
6-SUN			2:54	11:01		8hrs
7-MON			10:57	11:59		1hr
8-TUE	12:00	7:01				7hrs
9-WED	7:01	3:02			1min	7hrs 59mins
10-THU			3:00	11:03		8hrs
11-FRI			10:59	11:59		1hr
12-SAT	12:00	7:01				7hrs
13-SUN			2:59	11:02		8hrs
14-MON						Off
15-TUE			10:56	11:59		1hr
16-WED	12:00	7:02				7hrs
17-THU	6:58	3:01				8hrs
18-FRI	6:50	3:04				8hrs
19-SAT	6:59	5:15				8hrs
20-SUN						Off
21-MON						Off
22-TUE			2:59	11:02		8hrs
23-WED			2:58	11:01		8hrs
24-THU			2:57	11:02		8hrs
25-FRI			10:59	11:59		1hr
26-SAT	12:00	7:02		11:59	1hr	7hrs
27-SUN	12:00	7:03				7hrs
28-MON	6:48	3:13				8hrs
29-TUE			2:59	11:03		8hrs
30-WED			2:42	11:04		8hrs
31-THU			10:53	11:59		1hr

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.

JOIE PROCESO S. CAINTIC

VERIFIED as to prescribed office hours

ELWIN JAY V. YU

Department Head  
University Health Services

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