

DAILY TIME RECORD
CAINTIC, JOIE PROCESO S.
(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			2:59	11:02		8hrs
2-TUE			10:47	11:59		1hr
3-WED	12:00	7:01				7hrs
4-THU			2:59	11:03		8hrs
5-FRI			2:57	11:02		8hrs
6-SAT			10:53	11:59		1hr
7-SUN	12:00	7:02				7hrs
8-MON	7:00	3:01				8hrs
9-TUE			2:57	11:01		8hrs
10-WED			2:58	11:01		8hrs
11-THU			3:00	11:01		8hrs
12-FRI						Off
13-SAT	6:58	3:06				8hrs
14-SUN			10:58	11:59		1hr
15-MON	12:00	7:02				7hrs
16-TUE	6:58	3:01				8hrs
17-WED			2:58	11:01		8hrs
18-THU			10:58	11:59		1hr
19-FRI					8hrs	
20-SAT			2:58	11:01		8hrs
21-SUN						Off
22-MON			10:50	11:59		1hr SUSPENDED 12:01 pm 11:59 pm
23-TUE	12:00	7:10				7hrs
24-WED			2:55	11:01		8hrs
25-THU						SUSPENDED 12:01 pm 11:59 pm
26-FRI	12:00	7:03	10:44	11:59		8hrs SUSPENDED 12:01 am 11:59 pm
27-SAT	12:00	8:43				7hrs
28-SUN	6:59	3:02				8hrs
29-MON	6:55	3:02				8hrs
30-TUE	6:53	3:01				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.

JOIE PROCESO S. CAINTIC

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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