

DAILY TIME RECORD  
CAINTIC, LENITA L.

(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			12:20	5:01	4hrs	4hrs
2-THU	7:43	12:10	12:14	5:03		8hrs
3-FRI	7:44	12:06	12:09	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	7:50	12:10	12:11	7:01		8hrs
8-WED	8:00	12:05	12:09	6:54		8hrs
9-THU	7:56	12:06	12:08	6:45		8hrs
10-FRI	7:42	12:09	12:21	2:02	2hrs 58mins	5hrs 2mins
11-SAT						Off
12-SUN						Off
13-MON	7:45	12:06	12:10	7:59		8hrs
14-TUE	7:46	12:12	12:26	5:03		8hrs
15-WED	7:52	12:07	12:17	5:13		8hrs
16-THU	7:50	12:06	12:15	5:04		8hrs
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:23	12:07	12:20	5:00	23mins	7hrs 37mins
22-WED	6:34	12:17	12:33	5:02		8hrs
23-THU						SL
24-FRI	7:23	12:32	12:34	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:43	12:01	12:34	5:00		8hrs
28-TUE	7:50	12:14	12:29	6:39		8hrs
29-WED	8:06	12:07	12:46	5:01	6mins	7hrs 54mins
30-THU	7:42	12:18	12:19	5:02		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.

LENITA L. CAINTIC

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO

Department Head  
VSU Guesthouse

DAILY TIME RECORD  
CAINTIC, LENITA L.

(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			12:20	5:01	4hrs	4hrs
2-THU	7:43	12:10	12:14	5:03		8hrs
3-FRI	7:44	12:06	12:09	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	7:50	12:10	12:11	7:01		8hrs
8-WED	8:00	12:05	12:09	6:54		8hrs
9-THU	7:56	12:06	12:08	6:45		8hrs
10-FRI	7:42	12:09	12:21	2:02	2hrs 58mins	5hrs 2mins
11-SAT						Off
12-SUN						Off
13-MON	7:45	12:06	12:10	7:59		8hrs
14-TUE	7:46	12:12	12:26	5:03		8hrs
15-WED	7:52	12:07	12:17	5:13		8hrs
16-THU	7:50	12:06	12:15	5:04		8hrs
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:23	12:07	12:20	5:00	23mins	7hrs 37mins
22-WED	6:34	12:17	12:33	5:02		8hrs
23-THU						SL
24-FRI	7:23	12:32	12:34	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:43	12:01	12:34	5:00		8hrs
28-TUE	7:50	12:14	12:29	6:39		8hrs
29-WED	8:06	12:07	12:46	5:01	6mins	7hrs 54mins
30-THU	7:42	12:18	12:19	5:02		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.

LENITA L. CAINTIC

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO

Department Head  
VSU Guesthouse