

DAILY TIME RECORD  
CAYETANO, EILEEN B.  
(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  |      |       |       | 5:09 | 8hrs |                                        |
| 2-THU  | 7:55 | 12:03 | 12:05 | 5:01 |      | 8hrs                                   |
| 3-FRI  | 7:53 | 12:02 | 12:05 | 5:07 |      | 8hrs                                   |
| 4-SAT  |      |       |       |      |      | Off                                    |
| 5-SUN  |      |       |       |      |      | Off                                    |
| 6-MON  | 7:41 | 12:04 | 12:06 | 5:06 |      | 8hrs                                   |
| 7-TUE  | 7:53 |       |       |      | 8hrs |                                        |
| 8-WED  |      |       |       |      |      | SL                                     |
| 9-THU  | 7:57 | 12:04 | 12:07 | 5:02 |      | 8hrs                                   |
| 10-FRI | 7:55 | 12:24 | 7:57  |      |      | 4hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |      | Off                                    |
| 12-SUN |      |       |       |      |      | Off                                    |
| 13-MON | 7:56 | 12:05 | 12:07 | 4:03 |      | 8hrs 5mins                             |
| 14-TUE | 7:08 | 12:38 | 12:40 | 5:03 |      | 9hrs 53mins                            |
| 15-WED | 7:55 | 12:04 | 12:07 | 5:14 |      | 9hrs 16mins                            |
| 16-THU | 7:48 | 12:05 | 12:07 | 5:05 |      | 9hrs 15mins                            |
| 17-FRI | 7:25 | 12:04 | 12:05 | 5:08 |      | 9hrs 42mins                            |
| 18-SAT |      |       |       |      |      | Off                                    |
| 19-SUN |      |       |       |      |      | Off                                    |
| 20-MON |      |       |       |      |      | Holiday                                |
| 21-TUE | 7:59 | 12:04 | 12:06 | 5:19 |      | 8hrs                                   |
| 22-WED | 7:59 | 12:01 | 12:08 | 5:14 |      | 8hrs                                   |
| 23-THU | 7:59 |       |       | 5:05 | 8hrs |                                        |
| 24-FRI | 7:52 | 12:17 | 12:18 | 5:05 |      | 8hrs                                   |
| 25-SAT |      |       |       |      |      | Off                                    |
| 26-SUN |      |       |       |      |      | Off                                    |
| 27-MON |      | 12:02 | 12:13 |      | 8hrs |                                        |
| 28-TUE |      |       |       |      |      | VL                                     |
| 29-WED |      |       |       |      |      | VL                                     |
| 30-THU |      | 12:00 | 12:22 |      | 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.

EILEEN B. CAYETANO

VERIFIED as to prescribed office hours

LYNETTE C. CIMAFRANCA

Department Head  
Department of Food Science and Technology

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