

DAILY TIME RECORD

APAS, GENALYN M.

(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	12:15	1:00	5:14		8hrs
2-THU	8:05	12:00	1:00	5:58	5mins	7hrs 55mins
3-FRI	8:20	12:30	12:59	5:17	20mins	7hrs 40mins
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						Off
13-MON		12:33	12:59	5:34	4hrs	4hrs
14-TUE	8:19	12:22	12:52	7:31	19mins	7hrs 41mins
15-WED	8:13	12:11	12:42	5:03	13mins	7hrs 47mins
16-THU	8:10	12:34	12:58	5:38	10mins	7hrs 50mins
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	8:17	12:18	12:51	6:24	17mins	7hrs 43mins
23-THU	8:15	12:02	1:00	6:00	15mins	7hrs 45mins
24-FRI	7:56	12:00	1:00	5:32		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:04	12:02	12:57	5:43	4mins	7hrs 56mins
28-TUE	8:24	12:12	12:58	6:15	24mins	7hrs 36mins
29-WED	8:08	12:03	12:51	5:54	8mins	7hrs 52mins
30-THU	8:19	12:19	1:00	5:13	19mins	7hrs 41mins
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.

GENALYN M. APAS

VERIFIED as to prescribed office hours

EUSEBIO R. LINA JR.

Department Head
Department of Mathematics

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