

DAILY TIME RECORD  
REYES, JOSE ENRIQUE E.

(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	6:42	12:02	12:50	5:01		8hrs
2-THU	7:24	12:07	12:15	5:17		8hrs
3-FRI	7:49	12:03	12:44	5:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:42	12:23	12:24	6:18		8hrs
7-TUE	7:50	12:13	12:30	7:03		9hrs
8-WED	7:45	12:02	12:28	6:04		7hrs
9-THU	6:47	2:34	2:39	5:55		10hrs
10-FRI			12:58	7:08		6hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:07	12:07	6:14		10hrs 24mins
14-TUE	8:55	12:02	12:10	7:08		10hrs 5mins
15-WED	6:38	12:04	12:28	5:03		10hrs 1min
16-THU	6:25	2:33	2:43	5:31		10hrs 56mins
17-FRI			12:12	8:15		8hrs 3mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:29	12:16	12:40	7:02		9hrs
22-WED	8:41	12:16	12:20	5:43		7hrs
23-THU	6:47	2:41	2:42	5:39		10hrs
24-FRI			12:19	7:07		6hrs
25-SAT						Off
26-SUN						Off
27-MON	8:45	12:23	12:27	5:51	9mins	7hrs 51mins
28-TUE	8:44	12:12	12:20	7:14		9hrs
29-WED	8:45	12:01	12:19	5:08		7hrs
30-THU						Absent
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.

JOSE ENRIQUE E. REYES

VERIFIED as to prescribed office hours

CHERYL C. BATISTEL

Department Head  
Department of Biological Sciences

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