# **DAILY TIME RECORD** $\frac{\text{EMNACE, IVY C.}}{\text{\tiny (NAME)}}$

For the month of October 1 - 31, 2025 Official hours for arrival and departure 8:00AM - 5:00PM

| Day            | AM   |       | PM    |      |       | m . 1  |
|----------------|------|-------|-------|------|-------|--|
|                | IN   | OUT   | IN    | OUT  | T/U   | Total  |
| 1-WED          | 7:58 | 12:00 | 1:00  | 6:09 |       | 8hrs   |
| 2-THU          |      |       |       |      |       | OB   |
| 3-FRI          | 7:57 | 12:22 | 12:32 | 6:42 |       | 8hrs   |
| 4-SAT          |      |       |       |      |       | Off  |
| 5-SUN          |      |       |       |      |       | Off  |
| 6-mon          | 7:32 | 12:10 | 12:12 | 6:34 |       | 8hrs   |
| 7-TUE          | 7:53 | 12:00 | 1:00  | 6:11 |       | 8hrs   |
| 8-WED          | 7:47 | 12:42 | 12:47 | 7:20 |       | 8hrs   |
| 9-THU          | 7:55 | 12:43 | 12:48 | 7:43 |       | 8hrs   |
|                |      |       |       |      |       | 4hrs   |
| 10-fri         | 7:49 | 12:12 |       |      |       | SUSPENDED<br>12:00 pm 11:59 pm   |
| 11-SAT         |      |       |       |      |       | Off  |
| 12-SUN         |      |       |       |      |       | Off  |
| 13-mon         | 7:49 | 12:08 | 12:49 | 7:21 |       | 10hrs 51mins   |
| 14-TUE         | 7:43 | 12:13 | 12:47 | 7:24 |       | 11hrs 7mins  |
| 15-WED         | 7:59 | 12:08 | 12:12 | 6:18 |       | 10hrs 15mins   |
| <b>16-</b> THU | 7:58 | 12:12 | 12:54 | 7:33 |       | 10hrs 53mins   |
| 17-FRI         | 8:03 | 12:48 | 1:00  | 6:04 |       | 9hrs 49mins  |
| 18-SAT         |      |       |       |      |       | Off  |
| 19-sun         |      |       |       |      |       | Off  |
| <b>20</b> -mon |      |       |       |      |       | Holiday  |
| 21-TUE         | 8:02 | 12:15 | 12:20 | 6:14 | 2mins | 7hrs 58mins  |
| 22-WED         | 7:51 | 12:13 | 12:32 | 7:23 |       | 8hrs   |
| 23-тни         |      |       |       |      |       | WORKSHOP ON<br>CONCEPTUALIZING<br>RESEARCH PROGRAM<br>PROPOSAL FY 2027 |
| 24-FRI         | 7:53 | 12:09 | 12:14 | 6:15 |       | 8hrs   |
| 25-SAT         |      |       |       |      |       | Off  |
| 26-SUN         |      |       |       |      |       | Off  |
| 27-MON         | 7:45 | 12:02 | 12:36 | 7:11 |       | 8hrs   |
| 28-TUE         |      |       |       |      |       | SLP  |
| 29-WED         | 7:54 | 12:12 | 12:45 | 6:36 |       | 8hrs   |
| <b>30-</b> THU | 7:58 | 12:18 | 12:22 | 6:27 |       | 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

### **IVY C. EMNACE**

VERIFIED as to prescribed office hours

### LYNETTE C. CIMAFRANCA

Department Head Department of Food Science and Technology

## **DAILY TIME RECORD**

 $\frac{EMNACE,\ IVY\ C.}{\ _{(NAME)}}$ 

For the month of October 1 - 31, 2025 Official hours for arrival and departure 8:00AM - 5:00PM

| IN   | Day            | AM   |       | PM    |      | nn er r | m . 1                               |
|--|----------------|------|-------|-------|------|---------|-------------------------------------|
| 2-THU  |                | IN   | OUT   | IN    | OUT  | T/U     | Total                               |
| 3-FRI  | 1-WED          | 7:58 | 12:00 | 1:00  | 6:09 |         | 8hrs                                |
| A-SAT  | 2-THU          |      |       |       |      |         | ОВ                                  |
| S-SUN  | 3-FRI          | 7:57 | 12:22 | 12:32 | 6:42 |         | 8hrs                                |
| The image is a content of the image is a c   | 4-SAT          |      |       |       |      |         | Off                                 |
| 7-Tue  | 5-SUN          |      |       |       |      |         | Off                                 |
| 8-WED 7:47 12:42 12:47 7:20 8hrs  9-THU 7:55 12:43 12:48 7:43 8hrs  10-FRI 7:49 12:12  | 6-MON          | 7:32 | 12:10 | 12:12 | 6:34 |         | 8hrs                                |
| 9-THU 7:55   12:43   12:48   7:43   8hrs   4hrs   5uspended   12:00 pm 11:59 pm   11-sat   0ff   12:00 pm 11:59 pm   11-sat   0ff   12:08   12:49   7:21   10hrs 51mins   14-tue   7:43   12:13   12:47   7:24   11hrs 7mins   15-wed   7:59   12:08   12:12   6:18   10hrs 15mins   16-thu   7:58   12:12   12:54   7:33   10hrs 53mins   17-fri   8:03   12:48   1:00   6:04   9hrs 49mins   18-sat   0ff   19-sun   0ff   12:13   12:20   6:14   2mins   7hrs 58mins   12-tue   8:02   12:15   12:20   6:14   2mins   7hrs 58mins   12-wed   7:51   12:13   12:32   7:23   8hrs   33-thu   3hrs   3h | 7-TUE          | 7:53 | 12:00 | 1:00  | 6:11 |         | 8hrs                                |
| 10-fri   | 8-WED          | 7:47 | 12:42 | 12:47 | 7:20 |         | 8hrs                                |
| 10-Fri   | 9-THU          | 7:55 | 12:43 | 12:48 | 7:43 |         | 8hrs                                |
| 11-SAT   12:00 pm 11:59 pm   12:00 pm 11:59 pm   11-SAT   0ff   12-SUN   0ff   13-MON   7:49   12:08   12:49   7:21   10hrs 51mins   14-TUE   7:43   12:13   12:47   7:24   11hrs 7mins   15-WED   7:59   12:08   12:12   6:18   10hrs 15mins   16-THU   7:58   12:12   12:54   7:33   10hrs 53mins   17-FRI   8:03   12:48   1:00   6:04   9hrs 49mins   18-SAT   0ff   0ff   19-SUN   0ff   0ff   19-SUN   0ff   19-SUN   0ff   12:15   12:20   6:14   2mins   7hrs 58mins   22-WED   7:51   12:13   12:32   7:23   8hrs   WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027   24-FRI   7:53   12:09   12:14   6:15   8hrs   25-SAT   0ff   26-SUN   0ff   27-MON   7:45   12:02   12:36   7:11   8hrs   28-TUE   SLP   29-WED   7:54   12:12   12:45   6:36   8hrs   30-THU   7:58   12:18   12:22   6:27   8hrs   30-THU    |                |      |       |       |      |         | 4hrs                                |
| 12-SUN   | 10-FRI         | 7:49 | 12:12 |       |      |         |                                     |
| 13-MON         7:49         12:08         12:49         7:21         10hrs 51mins           14-TUE         7:43         12:13         12:47         7:24         11hrs 7mins           15-WED         7:59         12:08         12:12         6:18         10hrs 15mins           16-THU         7:58         12:12         12:54         7:33         10hrs 53mins           17-FRI         8:03         12:48         1:00         6:04         9hrs 49mins           18-SAT         Off         Off           19-SUN         Off         Off           20-MON         Holiday         Holiday           21-TUE         8:02         12:15         12:20         6:14         2mins         7hrs 58mins           22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         SESEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE  | 11-SAT         |      |       |       |      |         | Off                                 |
| 14-TUE       7:43       12:13       12:47       7:24       11hrs 7mins         15-WED       7:59       12:08       12:12       6:18       10hrs 15mins         16-THU       7:58       12:12       12:54       7:33       10hrs 53mins         17-FRI       8:03       12:48       1:00       6:04       9hrs 49mins         18-SAT       Off       Off         19-SUN       Off       Off         20-MON       Holiday       Holiday         21-TUE       8:02       12:15       12:20       6:14       2mins       7hrs 58mins         22-WED       7:51       12:13       12:32       7:23       8hrs         23-THU       WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         24-FRI       7:53       12:09       12:14       6:15       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:45       12:02       12:36       7:11       8hrs         28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs </td <td>12-SUN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Off</td>   | 12-SUN         |      |       |       |      |         | Off                                 |
| 15-WED         7:59         12:08         12:12         6:18         10hrs 15mins           16-THU         7:58         12:12         12:54         7:33         10hrs 53mins           17-FRI         8:03         12:48         1:00         6:04         9hrs 49mins           18-SAT         Off         Off           19-SUN         Off         Off           20-MON         Holiday           21-TUE         8:02         12:15         12:20         6:14         2mins         7hrs 58mins           22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8h  | 13-MON         | 7:49 | 12:08 | 12:49 | 7:21 |         | 10hrs 51mins                        |
| 16-THU         7:58         12:12         12:54         7:33         10hrs 53mins           17-FRI         8:03         12:48         1:00         6:04         9hrs 49mins           18-SAT         Off         Off           19-SUN         Holiday         Holiday           21-TUE         8:02         12:15         12:20         6:14         2mins         7hrs 58mins           22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off         Off           26-SUN         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8hrs   | <b>14-</b> TUE | 7:43 | 12:13 | 12:47 | 7:24 |         | 11hrs 7mins                         |
| 17-FRI       8:03       12:48       1:00       6:04       9hrs 49mins         18-SAT       Off         19-SUN       Off         20-MON       Holiday         21-TUE       8:02       12:15       12:20       6:14       2mins       7hrs 58mins         22-WED       7:51       12:13       12:32       7:23       8hrs         23-THU       WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         24-FRI       7:53       12:09       12:14       6:15       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:45       12:02       12:36       7:11       8hrs         28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs  | 15-WED         | 7:59 | 12:08 | 12:12 | 6:18 |         | 10hrs 15mins                        |
| 18-SAT         Off           19-SUN         Off           20-MON         Holiday           21-TUE         8:02         12:15         12:20         6:14         2mins         7hrs 58mins           22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         SEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8hrs  | <b>16-</b> THU | 7:58 | 12:12 | 12:54 | 7:33 |         | 10hrs 53mins                        |
| 19-SUN         Off           20-MON         Holiday           21-TUE         8:02         12:15         12:20         6:14         2mins         7hrs 58mins           22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8hrs   | 17-FRI         | 8:03 | 12:48 | 1:00  | 6:04 |         | 9hrs 49mins                         |
| 20-MON         8:02         12:15         12:20         6:14         2mins         7hrs 58mins           22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8hrs   | 18-SAT         |      |       |       |      |         | Off                                 |
| 21-TUE       8:02       12:15       12:20       6:14       2mins       7hrs 58mins         22-WED       7:51       12:13       12:32       7:23       8hrs         23-THU       WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         24-FRI       7:53       12:09       12:14       6:15       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:45       12:02       12:36       7:11       8hrs         28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs   | 19-sun         |      |       |       |      |         | Off                                 |
| 22-WED         7:51         12:13         12:32         7:23         8hrs           23-THU         WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027           24-FRI         7:53         12:09         12:14         6:15         8hrs           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8hrs  | 20-MON         |      |       |       |      |         | Holiday                             |
| 23-Thu   | 21-TUE         | 8:02 | 12:15 | 12:20 | 6:14 | 2mins   | 7hrs 58mins                         |
| 23-THU       CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027         24-FRI       7:53       12:09       12:14       6:15       8hrs         25-SAT       Off       Off         26-SUN       Off       Off         27-MON       7:45       12:02       12:36       7:11       8hrs         28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs  | 22-WED         | 7:51 | 12:13 | 12:32 | 7:23 |         | 8hrs                                |
| 25-SAT       Off         26-SUN       Off         27-MON       7:45       12:02       12:36       7:11       8hrs         28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs   | 23-тни         |      |       |       |      |         | CONCEPTUALIZING<br>RESEARCH PROGRAM |
| 26-SUN         Off           27-MON         7:45         12:02         12:36         7:11         8hrs           28-TUE         SLP         SLP           29-WED         7:54         12:12         12:45         6:36         8hrs           30-THU         7:58         12:18         12:22         6:27         8hrs  | 24-FRI         | 7:53 | 12:09 | 12:14 | 6:15 |         | 8hrs                                |
| 27-MON       7:45       12:02       12:36       7:11       8hrs         28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs   | 25-SAT         |      |       |       |      |         | Off                                 |
| 28-TUE       SLP         29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs   | 26-SUN         |      |       |       |      |         | Off                                 |
| 29-WED       7:54       12:12       12:45       6:36       8hrs         30-THU       7:58       12:18       12:22       6:27       8hrs  | 27-MON         | 7:45 | 12:02 | 12:36 | 7:11 |         | 8hrs                                |
| 30-тни 7:58 12:18 12:22 6:27 8hrs  | 28-TUE         |      |       |       |      |         | SLP                                 |
|  | 29-WED         | 7:54 | 12:12 | 12:45 | 6:36 |         | 8hrs                                |
| 31-FRI Holiday   | <b>30-</b> THU | 7:58 | 12:18 | 12:22 | 6:27 |         | 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

### **IVY C. EMNACE**

VERIFIED as to prescribed office hours

### LYNETTE C. CIMAFRANCA

Department Head Department of Food Science and Technology