

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	8:00	12:00	1:00	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	12:00	1:00	5:00		8hrs
8-WED						SL
9-THU	7:57	12:04	12:07	5:02		8hrs
10-FRI	7:55	12:24	7:57			4hrs SUSPENDED 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	12:00	1:00	5:05		8hrs
24-FRI	7:52	12:17	12:18	5:05		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:02	12:13	5:00		8hrs
28-TUE						VL
29-WED						VL
30-THU	8:00	12:00	12:22	5:00		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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