

DAILY TIME RECORD
PONCE, BETHLEHEM A.
(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						SL
2-THU	7:28	12:08	12:10	7:16		10hrs
3-FRI	7:18	10:30	10:35	3:28		6hrs
4-SAT						Off
5-SUN						OB
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						OB
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						OB
19-SUN						Off
20-MON						Holiday
21-TUE	7:28	10:30	10:32	2:05		6hrs
22-WED						OB
23-THU	7:47	12:07	12:09	7:00		10hrs
24-FRI	7:26	10:47	10:49	2:03		6hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:15	12:18	7:13		10hrs
28-TUE	7:26	10:31	10:34	2:02		6hrs
29-WED						SL
30-THU						SL
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.

BETHLEHEM A. PONCE

VERIFIED as to prescribed office hours

MARY ANN G. COBICO

Department Head
Department of Philosophy and Social Sciences

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