

DAILY TIME RECORD  
CABASE, MICHELLE AUBREY D.  
(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:00	12:06	12:25	5:07		8hrs
2-TUE	6:54	12:03	12:33	5:07		8hrs
3-WED	7:47	12:29	12:52	5:08		8hrs
4-THU	8:00	12:03	12:34	5:14		8hrs
5-FRI	6:59	12:01	12:45	5:03		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:19	12:36	5:13		8hrs
9-TUE	6:57	12:05	12:35	5:06		8hrs
10-WED	7:51	12:39	12:44	5:04		8hrs
11-THU	7:56	12:16	12:54	5:10		8hrs
12-FRI	7:26	12:33	12:45	6:39		8hrs
13-SAT	8:48	1:23		1:23		
14-SUN						Off
15-MON	8:01	12:17	12:28	5:12	1min	7hrs 59mins
16-TUE	7:03	12:01	12:20	5:04		8hrs
17-WED	7:57	12:01	12:36	5:13		8hrs
18-THU	7:58	12:35	12:55	5:10		8hrs
19-FRI	7:00	12:02	12:44	5:38		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:33				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	6:53	12:18	12:30	5:29		8hrs
24-WED	7:42	12:04	12:45	5:09		8hrs
25-THU	8:10	12:21	12:21			3hrs 50mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:03	12:19	12:39	5:23	3mins	7hrs 57mins
30-TUE	6:55	12:10	12:49	5:09		8hrs

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.

MICHELLE AUBREY D. CABASE

VERIFIED as to prescribed office hours

LEMUEL S. PRECIADOS  
Department Head  
Department of Economics

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