

DAILY TIME RECORD
ATOK, JO JANE D.
(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	12:30	1:00	5:21		8hrs
2-THU	7:53	12:05	12:11	5:39		8hrs
3-FRI	7:46	12:44	12:45	5:17		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:48	12:00	1:00	5:00		8hrs
7-TUE	7:58	12:02	12:44	5:33		8hrs
8-WED	8:03	12:00	12:32	5:41	3mins	7hrs 57mins
9-THU	7:51	12:04	12:42	5:51		8hrs
10-FRI	7:54	12:06	12:32	1:47		4hrs 47mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:03	12:05	5:32		9hrs 30mins
14-TUE	7:56	12:08	12:34	5:51		9hrs 29mins
15-WED	7:56	12:00	12:19	5:21		9hrs 6mins
16-THU	8:01	12:37	12:39	5:12		9hrs 9mins
17-FRI	8:00	12:01	12:26	5:30		9hrs 5mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:02	12:11	12:28	5:21	2mins	7hrs 58mins
22-WED	7:52	12:04	12:22	5:30		8hrs
23-THU						WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027
24-FRI	7:49	12:17	12:19	5:02		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:41	12:08	12:14	5:03		8hrs
28-TUE	7:42	1:01	1:01	6:02	1min	7hrs 59mins
29-WED	7:49	12:11	12:46	6:08		8hrs
30-THU	7:40	12:56	12:57	5:05		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.

JO JANE D. ATOK

VERIFIED as to prescribed office hours

CHINELO M. CARDAÑO
Department Head
Advanced Research and Innovation Center

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