

DAILY TIME RECORD
REYES, MA. FEDELINA B.
(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	7:56	12:08	12:26	5:14		8hrs
2-TUE	7:58	12:06	12:20	5:23		8hrs
3-WED	7:57	12:17	12:21	5:38		8hrs
4-THU	8:04	12:12	12:33	5:19	4mins	7hrs 56mins
5-FRI	7:57	12:06	12:20	5:37		8hrs
6-SAT						Off
7-SUN						Off
8-MON			2:52	11:03	5hrs 52mins	2hrs 8mins
9-TUE	8:00	12:04	12:24	7:10		8hrs
10-WED	7:53	12:02	12:05	5:11		8hrs
11-THU	7:59	12:03	12:10	5:26		8hrs
12-FRI	7:53	12:03	12:27	5:13		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:58	12:01	12:23	5:28		8hrs
16-TUE	8:00	12:06	12:29	5:05		8hrs
17-WED	7:56	12:01	1:00	5:15		8hrs
18-THU	7:53	12:01	12:22	5:25		8hrs
19-FRI	7:56	12:01	1:00	5:25		8hrs
20-SAT						Off
21-SUN						Off
22-MON			2:54		8hrs	SUSPENDED 12:01 pm 11:59 pm
23-TUE			2:50	11:06	5hrs 50mins	2hrs 10mins
24-WED			2:56	11:07	5hrs 56mins	2hrs 4mins
25-THU						SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:52	12:00	12:02	5:09		8hrs
30-TUE	7:58	12:02	12:07	5:08		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.

MA. FEDELINA B. REYES

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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