

DAILY TIME RECORD
GONZALES, KRYSTAL KRISTIA MAE P.
(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 | 7:40 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 2-THU | 7:56 | 12:03 | 12:04 | 5:41 | | 8hrs |
| 3-FRI | 7:51 | 12:31 | 12:32 | 6:28 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 8:02 | 12:05 | 12:06 | 5:40 | 2mins | 7hrs 58mins |
| 7-TUE | 7:28 | 10:30 | 2:07 | 6:08 | 2hrs 37mins | 5hrs 23mins |
| 8-WED | 7:57 | 12:14 | 12:15 | 6:03 | | 8hrs |
| 9-THU | 8:01 | 12:11 | 12:11 | 5:26 | 1min | 7hrs 59mins |
| 10-FRI | 7:35 | 12:30 | 12:30 | 5:02 | | 8hrs SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 8:42 | 12:06 | 12:07 | 5:13 | | 8hrs 30mins |
| 14-TUE | 7:56 | 12:04 | 12:06 | 5:07 | | 9hrs 9mins |
| 15-WED | 8:32 | 12:14 | 12:14 | 5:02 | | 8hrs 30mins |
| 16-THU | 8:28 | 12:09 | 12:10 | 5:05 | | 8hrs 36mins |
| 17-FRI | 8:32 | 12:03 | 12:20 | 5:10 | | 8hrs 21mins |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | | | | Holiday |
| 21-TUE | 7:57 | 12:04 | 12:05 | 5:30 | | 8hrs |
| 22-WED | | | | | | VL |
| 23-THU | 7:43 | 12:09 | 12:10 | 5:23 | | 8hrs |
| 24-FRI | 7:00 | 12:07 | 12:08 | 7:15 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:53 | 12:01 | 12:02 | 5:27 | | 8hrs |
| 28-TUE | 6:55 | 12:05 | 12:06 | 5:19 | | 8hrs |
| 29-WED | 8:09 | 12:15 | 12:19 | 6:55 | 9mins | 7hrs 51mins |
| 30-THU | 8:00 | 12:37 | 12:38 | 5:18 | | 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.

KRYSTAL KRISTIA MAE P. GONZALES

VERIFIED as to prescribed office hours

CHERYL C. BATISTEL
Department Head
Department of Biological Sciences

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