

DAILY TIME RECORD  
NAPOLLES, HOMER LOIS P.

(NAME)

For the month of  
July 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						SL
2-WED	9:07	12:14	12:16	5:07	1hr 7mins	6hrs 53mins
3-THU						SL
4-FRI						SL
5-SAT						Off
6-SUN						Off
7-MON			12:50	5:08	4hrs	4hrs
8-TUE	9:10	12:05	12:14	6:35	1hr 10mins	6hrs 50mins
9-WED	8:23	12:01	12:09	5:10	23mins	7hrs 37mins
10-THU			12:47	5:15	4hrs	4hrs
11-FRI			12:56	5:20	4hrs	4hrs
12-SAT						Off
13-SUN						Off
14-MON			1:16	6:18	4hrs 16mins	3hrs 44mins
15-TUE	8:25	12:19	12:33	5:29	25mins	7hrs 35mins
16-WED	9:01	12:02	12:25	5:21	1hr 1min	6hrs 59mins
17-THU	7:58	12:00	1:00	6:09		8hrs
18-FRI	8:58	12:02	12:13	5:12	58mins	7hrs 2mins
19-SAT	10:38		10:38	5:01		
20-SUN						Off
21-MON	9:01	12:10	12:15	5:47	1hr 1min	6hrs 59mins
22-TUE	9:10	12:09	12:30	9:49	1hr 10mins	6hrs 50mins
23-WED	8:41	12:19	12:25	7:22	41mins	7hrs 19mins
24-THU	9:06	12:09	12:12	6:42	1hr 6mins	6hrs 54mins
25-FRI	9:21	12:06	12:55	5:13	1hr 21mins	6hrs 39mins
26-SAT						Off
27-SUN						Off
28-MON			1:00	5:22	4hrs	4hrs
29-TUE			12:50	5:27	4hrs	4hrs
30-WED						SL
31-THU	8:42	12:07	12:14	5:17	42mins	7hrs 18mins

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.

HOMER LOIS P. NAPOLLES

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA

Department Head  
University Registrar

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