

**DAILY TIME RECORD**  
**GARDUCE, CLAUDETTE MELI HOFF E.**  
(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  | 7:56 | 12:01 | 12:49 | 5:05 |     | 8hrs                                   |
| 2-THU  | 7:58 | 12:51 | 12:58 | 5:02 |     | 8hrs                                   |
| 3-FRI  | 7:58 | 12:01 | 12:07 | 5:00 |     | 8hrs                                   |
| 4-SAT  |      |       |       |      |     | Off                                    |
| 5-SUN  |      |       |       |      |     | Off                                    |
| 6-MON  | 7:54 | 12:00 | 12:05 | 5:01 |     | 8hrs                                   |
| 7-TUE  | 7:57 | 12:01 | 12:07 | 5:01 |     | 8hrs                                   |
| 8-WED  | 7:56 | 12:00 | 12:05 | 5:02 |     | 8hrs                                   |
| 9-THU  | 7:57 | 12:01 | 12:05 | 5:19 |     | 8hrs                                   |
| 10-FRI | 7:57 | 12:01 | 12:05 |      |     | 4hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |     | Off                                    |
| 12-SUN |      |       |       |      |     | Off                                    |
| 13-MON | 8:00 | 12:01 | 12:08 | 5:21 |     | 8hrs                                   |
| 14-TUE | 7:59 | 12:02 | 12:08 | 5:20 |     | 8hrs                                   |
| 15-WED | 7:57 | 12:54 | 1:00  | 5:03 |     | 8hrs                                   |
| 16-THU | 7:57 | 12:10 | 12:12 | 5:04 |     | 8hrs                                   |
| 17-FRI | 7:58 | 12:02 | 12:06 | 5:00 |     | 8hrs                                   |
| 18-SAT |      |       |       |      |     | Off                                    |
| 19-SUN |      |       |       |      |     | Off                                    |
| 20-MON |      |       |       |      |     | Holiday                                |
| 21-TUE | 7:58 | 12:04 | 12:07 | 5:01 |     | 8hrs                                   |
| 22-WED | 7:57 | 12:05 | 12:08 | 5:15 |     | 8hrs                                   |
| 23-THU | 7:56 | 12:06 | 12:09 | 5:05 |     | 8hrs                                   |
| 24-FRI | 7:59 | 12:22 | 12:27 | 5:11 |     | 8hrs                                   |
| 25-SAT |      |       |       |      |     | Off                                    |
| 26-SUN |      |       |       |      |     | Off                                    |
| 27-MON | 7:55 | 12:57 | 12:59 | 5:02 |     | 8hrs                                   |
| 28-TUE | 7:55 | 12:01 | 12:07 | 5:04 |     | 8hrs                                   |
| 29-WED | 8:00 | 12:00 | 12:06 | 5:00 |     | 8hrs                                   |
| 30-THU | 7:59 | 12:01 | 12:07 | 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.

**CLAUDETTE MELI HOFF E. GARDUCE**

VERIFIED as to prescribed office hours

**MIKE LAURENCE V. LUMEN**  
Department Head  
University Integrated Media and Public Affairs

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