

DAILY TIME RECORD  
BAÑOC, ELMERA Y.  
(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:13	12:11	12:35	5:21	13mins	7hrs 47mins
3-THU	7:57	12:33	12:34	5:27		8hrs
4-FRI	8:17	12:25	12:37	5:11	17mins	7hrs 43mins
5-SAT						Off
6-SUN						Off
7-MON	8:21	12:06	12:08	5:35	21mins	7hrs 39mins
8-TUE	8:07	12:03	12:24	5:16	7mins	7hrs 53mins
9-WED						Holiday
10-THU	8:22	12:01	1:00	5:16	22mins	7hrs 38mins
11-FRI	7:58	12:30	12:35	5:11		8hrs
12-SAT						Off
13-SUN						Off
14-MON	8:09	12:21	12:36	11:15	9mins	7hrs 51mins
15-TUE	8:08	12:56	12:58	5:12	8mins	7hrs 52mins
16-WED	8:29	12:00	12:30	4:37		7hrs 8mins
						SUSPENDED 12:00 pm 11:59 pm
17-THU	7:59	12:10	12:15	5:13		9hrs 9mins
18-FRI	7:50	12:03	12:06	5:10		9hrs 17mins
19-SAT						Off
20-SUN						Off
21-MON	8:00	12:44	12:56	5:17		8hrs
22-TUE	8:00	12:35	12:37	5:21		8hrs
23-WED	7:58	12:25	12:44	5:26		8hrs
24-THU	8:09	12:10	12:27	6:22	9mins	7hrs 51mins
25-FRI	8:15	12:03	12:29	11:12	15mins	7hrs 45mins
26-SAT			4:14	11:00		6hrs 46mins
27-SUN	7:53	12:05	12:07	5:20		9hrs 25mins
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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.

ELMERA Y. BAÑOC

VERIFIED as to prescribed office hours

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

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