

DAILY TIME RECORD  
BORNEO, ANNA PATRICE S.

(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	7:32	12:04	12:36	5:27		8hrs
2-THU	8:00	12:10	1:04	5:29	4mins	7hrs 56mins
3-FRI	8:00	12:01	12:50	5:59		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:44	12:07	12:36	5:44		8hrs
7-TUE	7:27	12:16	12:31	5:06		8hrs
8-WED	7:38	12:03	12:05	5:33		8hrs
9-THU	7:25	12:00	12:04	5:30		8hrs
10-FRI	7:36	12:02	12:48	5:00		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:02	12:16	5:32	1min	7hrs 59mins
14-TUE	7:48	12:00	12:03	5:09		8hrs
15-WED	8:13	12:14	12:23	5:07	13mins	7hrs 47mins
16-THU	7:21	12:01	12:24	5:04		8hrs
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:19	12:19	12:23	5:25		8hrs
22-WED	7:49	12:04	12:06	5:03		8hrs
23-THU	7:42	12:01	12:05	5:04		8hrs
24-FRI	7:39	12:05	12:07	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:04	12:05	12:09	5:03	4mins	7hrs 56mins
28-TUE	7:55	12:10	12:45	5:22		8hrs
29-WED	7:45	12:04	12:09	5:06		8hrs
30-THU						VL
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.

ANNA PATRICE S. BORNEO

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head  
Office of the Vice President for Research, Extension and Innovation

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