

DAILY TIME RECORD

ENAYA, BELJUN P.

(NAME)

For the month of
January 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 | | | | | | Holiday |
| 2-THU | | | | | | VL |
| 3-FRI | 7:37 | 12:03 | 12:09 | 5:06 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | | | | | VL |
| 7-TUE | 7:50 | 12:08 | 12:10 | 5:15 | | 8hrs |
| 8-WED | 7:52 | 12:16 | 12:17 | 5:02 | | 8hrs |
| 9-THU | 7:44 | 12:00 | 12:02 | 5:06 | | 8hrs |
| 10-FRI | 7:59 | 12:08 | 12:13 | 5:01 | | 8hrs |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:58 | 12:10 | 12:12 | 5:10 | | 8hrs |
| 14-TUE | 7:55 | 12:05 | 12:09 | 5:11 | | 8hrs |
| 15-WED | 7:58 | 12:07 | 12:10 | 5:05 | | 8hrs |
| 16-THU | 7:59 | 12:16 | 12:17 | 5:06 | | 8hrs |
| 17-FRI | 7:59 | 12:04 | 12:06 | 5:01 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | 7:59 | 12:17 | 12:18 | 5:14 | | 8hrs |
| 21-TUE | 7:46 | 12:11 | 12:12 | 5:10 | | 8hrs |
| 22-WED | 7:52 | 12:10 | 12:11 | 5:02 | | 8hrs |
| 23-THU | 7:57 | 12:04 | 12:08 | 5:04 | | 8hrs |
| 24-FRI | 7:56 | 12:49 | 12:50 | 5:03 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:53 | 12:01 | 12:04 | 5:28 | | 8hrs |
| 28-TUE | 7:54 | 12:03 | 12:06 | 5:03 | | 8hrs |
| 29-WED | | | | | | Holiday |
| 30-THU | 7:51 | 12:11 | 12:12 | 5:26 | | 8hrs |
| 31-FRI | 7:34 | 12:18 | 12:19 | 5:03 | | 8hrs |

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.

BELJUN P. ENAYA

VERIFIED as to prescribed office hours

MARY ANN G. COBICO

Department Head
Department of Philosophy and Social Sciences

DAILY TIME RECORD

ENAYA, BELJUN P.

(NAME)

For the month of
January 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 | | | | | | Holiday |
| 2-THU | | | | | | VL |
| 3-FRI | 7:37 | 12:03 | 12:09 | 5:06 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | | | | | VL |
| 7-TUE | 7:50 | 12:08 | 12:10 | 5:15 | | 8hrs |
| 8-WED | 7:52 | 12:16 | 12:17 | 5:02 | | 8hrs |
| 9-THU | 7:44 | 12:00 | 12:02 | 5:06 | | 8hrs |
| 10-FRI | 7:59 | 12:08 | 12:13 | 5:01 | | 8hrs |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:58 | 12:10 | 12:12 | 5:10 | | 8hrs |
| 14-TUE | 7:55 | 12:05 | 12:09 | 5:11 | | 8hrs |
| 15-WED | 7:58 | 12:07 | 12:10 | 5:05 | | 8hrs |
| 16-THU | 7:59 | 12:16 | 12:17 | 5:06 | | 8hrs |
| 17-FRI | 7:59 | 12:04 | 12:06 | 5:01 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | 7:59 | 12:17 | 12:18 | 5:14 | | 8hrs |
| 21-TUE | 7:46 | 12:11 | 12:12 | 5:10 | | 8hrs |
| 22-WED | 7:52 | 12:10 | 12:11 | 5:02 | | 8hrs |
| 23-THU | 7:57 | 12:04 | 12:08 | 5:04 | | 8hrs |
| 24-FRI | 7:56 | 12:49 | 12:50 | 5:03 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:53 | 12:01 | 12:04 | 5:28 | | 8hrs |
| 28-TUE | 7:54 | 12:03 | 12:06 | 5:03 | | 8hrs |
| 29-WED | | | | | | Holiday |
| 30-THU | 7:51 | 12:11 | 12:12 | 5:26 | | 8hrs |
| 31-FRI | 7:34 | 12:18 | 12:19 | 5:03 | | 8hrs |

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.

BELJUN P. ENAYA

VERIFIED as to prescribed office hours

MARY ANN G. COBICO

Department Head
Department of Philosophy and Social Sciences