

DAILY TIME RECORD  
COME, RENEZITA S.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						CDO
2-TUE						CDO
3-WED	7:31	12:20	12:20	5:32		8hrs
4-THU	7:49	12:16	12:16	5:00		8hrs
5-FRI	7:37	12:01	12:02	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:58	12:37	12:37	6:04		8hrs
9-TUE	8:00	1:00	12:59	5:31		8hrs
10-WED	7:47	12:04	12:04	5:32		8hrs
11-THU						OB
12-FRI	7:34	12:09	12:10	6:22		8hrs
13-SAT						Off
14-SUN						Off
15-MON						CDO
16-TUE						CDO
17-WED						OB
18-THU						OB
19-FRI						OB
20-SAT						OB
21-SUN						Off
22-MON						SUSPENDED 12:01 pm 11:59 pm
23-TUE	8:00	12:10	12:11	5:06		8hrs
24-WED	7:56	12:00	12:11	5:02		8hrs
25-THU						CDO
26-FRI						CDO
27-SAT						Off
28-SUN						Off
29-MON	7:50	12:24	12:24	5:00		8hrs
30-TUE	8:00	12:22	12:23	5:00		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.

RENEZITA S. COME

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO  
Vice President  
Office of the Vice President for Academic Affairs

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