

DAILY TIME RECORD  
ARRADAZA, CATHERINE C.

(NAME)

For the month of  
August 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:00	12:10	12:24	5:39		8hrs
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:42	12:49	5:36		8hrs
5-TUE	8:05	12:29	12:48	5:30		8hrs
6-WED	8:18	12:00	12:52	6:08		8hrs
7-THU	8:16	12:26	12:39	5:32		8hrs
8-FRI	8:00	12:22	12:28	5:30		8hrs
9-SAT						Off
10-SUN						Off
11-MON						OB
12-TUE						OB
13-WED						OB
14-THU						OB
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON	8:00	12:06	12:22	5:38		8hrs
19-TUE	8:00	12:11	1:00	5:41		8hrs
20-WED	8:13	12:00	12:33	5:30		8hrs
21-THU						Holiday
22-FRI	8:00	12:00	1:00	5:30		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED		12:06	12:11	5:45		4hrs 30mins SUSPENDED 12:01 am 12:00 pm
28-THU	8:10	12:21	12:24	5:39		8hrs
29-FRI	8:17	12:09	12:47	6:26		8hrs
30-SAT						Off
31-SUN						Off

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.

CATHERINE C. ARRADAZA

VERIFIED as to prescribed office hours

ALJAY D. VALIDA

Department Head  
Department of Horticulture

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