

DAILY TIME RECORD
SAPAN, MARY JEAN M.

(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	6:28	12:05				4hrs
2-THU	6:31	12:02	12:12	5:01		9hrs
3-FRI	6:25	12:02	12:06	5:29		9hrs
4-SAT						Off
5-SUN						Off
6-MON	6:26	12:10	12:19	5:41		9hrs
7-TUE	6:35	12:07	12:08	5:00		9hrs
8-WED	6:58	12:00				4hrs
9-THU	6:31	12:16	12:23	5:00		9hrs
10-FRI						SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	6:37	12:00	12:05	5:00		10hrs 18mins
14-TUE	6:37	12:18	12:19	5:00		10hrs 22mins
15-WED	7:22	12:00	12:05	5:05		9hrs 38mins
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	6:32	12:04				4hrs
23-THU	6:37	12:00	12:02	5:00		9hrs
24-FRI	6:20	12:48	12:51	5:20		9hrs
25-SAT						Off
26-SUN						Off
27-MON	6:29	12:01	12:12	5:00		9hrs
28-TUE	6:30	12:00	12:04	5:15		9hrs
29-WED	6:57	12:01				4hrs
30-THU						SL
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.

MARY JEAN M. SAPAN

VERIFIED as to prescribed office hours

ANDREW A. MAZO

Department Head
Institute of Human Kinetics

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