

DAILY TIME RECORD  
MODINA, GILBERT D.

(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	7:39	12:00	1:00	5:00		8hrs
2-THU	8:11	12:00	12:59	6:02		8hrs
3-FRI	8:48	12:00	12:57	6:00		8hrs
4-SAT	7:26	12:00	12:57	5:01		8hrs 38mins
5-SUN						Off
6-MON	7:44	12:07	12:17	5:00		8hrs
7-TUE	7:41	12:00	1:54	5:02	54mins	7hrs 6mins
8-WED	7:49	12:00	12:58	5:15		8hrs
9-THU	7:37	12:03	12:57	5:01		8hrs
10-FRI						Off
11-SAT						Off
12-SUN						Off
13-MON	6:27	11:00	11:56	4:01		8hrs 4mins
14-TUE	6:32	11:01	11:59	4:00		8hrs 1min
15-WED	6:42	11:00	11:58	4:00		8hrs 2mins
16-THU	7:40	12:02	12:10	5:01		8hrs
17-FRI	7:59	12:00	12:58	5:00		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:51	12:00	1:00	5:00		8hrs
22-WED	7:54	12:07	12:16	5:04		8hrs
23-THU						SL
24-FRI	7:44	12:00	12:59	5:02		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:40	12:00	12:58	5:00		8hrs
28-TUE	7:49	12:00	12:34	5:04		8hrs
29-WED	7:47	12:00	12:56	5:01		8hrs
30-THU	7:48	12:00	12:56	5:00		8hrs
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.

GILBERT D. MODINA

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head  
University Learning Commons (Library)

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