

DAILY TIME RECORD
CAYETANO, JOSELLE R.

(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	7:50	12:00	12:30	5:00		8hrs
2-THU	7:13	12:05	12:08	6:27		8hrs
3-FRI	7:56	12:01	12:05	5:20		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:17	12:00	12:05	6:24		8hrs
7-TUE	7:53	12:48	12:56	5:12		8hrs
8-WED	7:55	12:31	12:34	6:15		8hrs
9-THU	7:18	12:07	12:13	5:47		8hrs
10-FRI	7:55	12:08	12:17	5:36		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:55	12:16	12:29	5:30		9hrs 22mins
14-TUE						OB
15-WED	7:55	12:09	12:15	5:05		9hrs 4mins
16-THU						OB
17-FRI	7:59	12:10	12:15	7:46		11hrs 42mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:58	12:16	12:22	5:05		8hrs
22-WED	7:59	12:06	12:12	5:04		8hrs
23-THU	7:55	12:00	12:12	5:00		8hrs
24-FRI						VL
25-SAT						Off
26-SUN						Off
27-MON						VL
28-TUE						VL
29-WED						VL
30-THU	7:52	12:12	12:20	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.

JOSELLE R. CAYETANO

VERIFIED as to prescribed office hours

ANDREW A. MAZO

Department Head
Institute of Human Kinetics

DAILY TIME RECORD
CAYETANO, JOSELLE R.

(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	7:50	12:00	12:30	5:00		8hrs
2-THU	7:13	12:05	12:08	6:27		8hrs
3-FRI	7:56	12:01	12:05	5:20		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:17	12:00	12:05	6:24		8hrs
7-TUE	7:53	12:48	12:56	5:12		8hrs
8-WED	7:55	12:31	12:34	6:15		8hrs
9-THU	7:18	12:07	12:13	5:47		8hrs
10-FRI	7:55	12:08	12:17	5:36		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:55	12:16	12:29	5:30		9hrs 22mins
14-TUE						OB
15-WED	7:55	12:09	12:15	5:05		9hrs 4mins
16-THU						OB
17-FRI	7:59	12:10	12:15	7:46		11hrs 42mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:58	12:16	12:22	5:05		8hrs
22-WED	7:59	12:06	12:12	5:04		8hrs
23-THU	7:55	12:00	12:12	5:00		8hrs
24-FRI						VL
25-SAT						Off
26-SUN						Off
27-MON						VL
28-TUE						VL
29-WED						VL
30-THU	7:52	12:12	12:20	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.

JOSELLE R. CAYETANO

VERIFIED as to prescribed office hours

ANDREW A. MAZO

Department Head
Institute of Human Kinetics