

**DAILY TIME RECORD**  
**GODINEZ, SWEET CHARISH G.**  
(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	8:00	12:06	12:47	5:18		8hrs
2-THU	7:59	12:07	12:08	5:42		8hrs
3-FRI						OB
4-SAT						Off
5-SUN						Off
6-MON	7:35	12:13	12:21	7:09		8hrs
7-TUE	7:59	12:36	12:39	6:43		8hrs
8-WED	6:58	12:44	12:45	5:58		8hrs
9-THU	7:56	12:16	12:17	5:28		8hrs
10-FRI	7:58	12:23	12:24			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED	8:01	12:18	12:19	5:12		9hrs 10mins
16-THU	8:00	12:34	12:36	5:24		9hrs 22mins
17-FRI	7:56	12:43	12:44	5:32		9hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:55	12:50	12:51	6:09		8hrs
22-WED	6:52	12:23	12:26	5:07		8hrs
23-THU	7:49	12:10	12:11	6:11		8hrs
24-FRI	7:57	12:46	12:48	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:02	12:04	5:08		8hrs
28-TUE	7:48	12:01	12:02	6:34		8hrs
29-WED	7:02	12:35	12:36	5:11		8hrs
30-THU	7:54	12:26	12:27	5:14		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.

**SWEET CHARISH G. GODINEZ**

VERIFIED as to prescribed office hours

**REV RHIZZA L. AURE**  
Department Head  
Faculty of Natural and Mathematical Sciences

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