

DAILY TIME RECORD  
ARRADAZA, CATHERINE C.

(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:16		12:23	5:57	3hrs 30mins	4hrs 30mins
2-TUE	8:18	12:15	12:34		4hrs 30mins	3hrs 30mins
3-WED	8:13	12:32	12:53	5:30		8hrs
4-THU		12:24	12:28	5:52	3hrs 30mins	4hrs 30mins
5-FRI		12:14	12:36	5:49	3hrs 30mins	4hrs 30mins
6-SAT						Off
7-SUN						Off
8-MON	8:04	12:38	12:40		4hrs 30mins	3hrs 30mins
9-TUE		12:12	12:23	5:59	3hrs 30mins	4hrs 30mins
10-WED	8:13			6:07	8hrs	
11-THU	8:26	12:25	12:37	5:42		8hrs
12-FRI	8:00				8hrs	
13-SAT						Off
14-SUN						Off
15-MON	8:11	12:03	12:04	5:33		8hrs
16-TUE	8:28	12:04	12:07	5:45		8hrs
17-WED	8:26	12:51	12:54	5:59		8hrs
18-THU	8:22	12:17	12:42	5:33		8hrs
19-FRI	8:18	12:38	12:45	7:23		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:16				8hrs	SUSPENDED 12:01 pm 11:59 pm
23-TUE		12:25	12:28		8hrs	
24-WED		1:00	1:01	5:31	3hrs 31mins	4hrs 29mins
25-THU			12:19		8hrs	SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON		12:18	12:21	5:50	3hrs 30mins	4hrs 30mins
30-TUE	8:15	12:36	12:39	5:31		8hrs

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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