

DAILY TIME RECORD
POSAS, JERRY B.
(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 | 7:01 | 12:01 | 12:03 | 5:02 | | 8hrs |
| 2-THU | 7:35 | 12:38 | 12:39 | 5:26 | | 8hrs |
| 3-FRI | | | | | | SL |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | | | | | SL |
| 7-TUE | | | | | | SL |
| 8-WED | 6:46 | 12:02 | 12:05 | 5:02 | | 8hrs |
| 9-THU | 7:01 | 12:01 | 12:03 | 5:00 | | 8hrs |
| 10-FRI | 7:11 | 12:02 | 12:04 | 5:16 | | 8hrs SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:26 | 12:01 | 12:05 | 5:04 | | 8hrs |
| 14-TUE | 7:29 | 12:00 | 12:02 | 5:03 | | 8hrs |
| 15-WED | 7:11 | 12:04 | 12:07 | 5:02 | | 8hrs |
| 16-THU | 7:21 | 12:00 | 12:02 | 5:02 | | 8hrs |
| 17-FRI | 7:30 | 12:02 | 12:05 | 5:05 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | | | | Holiday |
| 21-TUE | 7:19 | 12:05 | 12:08 | 5:01 | | 8hrs |
| 22-WED | 7:01 | 12:02 | 12:04 | 5:05 | | 8hrs |
| 23-THU | | | | | | SL |
| 24-FRI | | | | | | SL |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:22 | 12:02 | 12:04 | 9:50 | | 8hrs |
| 28-TUE | 7:38 | 12:00 | 12:01 | 6:35 | | 8hrs |
| 29-WED | 7:28 | 12:03 | 12:05 | 5:03 | | 8hrs |
| 30-THU | 7:38 | 12:02 | 12:04 | 5:05 | | 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.

JERRY B. POSAS

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.
Department Head
Office of the Vice President for Research, Extension and Innovation

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