

DAILY TIME RECORD
NAPOLES, HOMER LOIS P.

(NAME)

For the month of
August 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	9:32	12:03	12:10	5:21	1hr 32mins	6hrs 28mins
2-SAT						Off
3-SUN						Off
4-MON	8:56	12:00	12:15	5:44	56mins	7hrs 4mins
5-TUE						SL
6-WED	8:02	12:01	12:11	5:37	2mins	7hrs 58mins
7-THU			12:57	5:16	4hrs	4hrs
8-FRI	8:58	12:09	12:21	5:26	58mins	7hrs 2mins
9-SAT						Off
10-SUN						Off
11-MON						SL
12-TUE	9:03	12:00	12:15	5:30	1hr 3mins	6hrs 57mins
13-WED	8:01	12:02	12:07	5:37	1min	7hrs 59mins
14-THU	9:05	12:17	12:21	6:33	1hr 5mins	6hrs 55mins
15-FRI						SL
16-SAT						Off
17-SUN						Off
18-MON						SL
19-TUE	9:36	12:20	12:22	5:20	1hr 36mins	6hrs 24mins
20-WED			12:58	5:50	4hrs	4hrs
21-THU						Holiday
22-FRI	9:06	12:23	12:30	5:26	1hr 6mins	6hrs 54mins
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED			1:00	5:25		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU			12:07	5:16	4hrs	4hrs
29-FRI	9:29	12:12	12:29	5:12	1hr 29mins	6hrs 31mins
30-SAT						Off
31-SUN						Off

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.

HOMER LOIS P. NAPOLES

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA

Department Head
University Registrar

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