

DAILY TIME RECORD
NAPOLES, HOMER LOIS P.
(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						SL
2-TUE	8:26	12:03	12:08	5:21	26mins	7hrs 34mins
3-WED						SL
4-THU	8:27	12:36			4hrs 27mins	3hrs 33mins
5-FRI			12:56	5:07	4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON			1:02	5:06	4hrs 2mins	3hrs 58mins
9-TUE	9:05	12:02	12:28	5:09	1hr 5mins	6hrs 55mins
10-WED						SL
11-THU						SL
12-FRI	8:00	12:03	12:13	5:10		8hrs
13-SAT						Off
14-SUN						Off
15-MON	9:18	12:15	12:20	5:23	1hr 18mins	6hrs 42mins
16-TUE			12:42	5:23	4hrs	4hrs
17-WED						SL
18-THU	8:42	12:05	12:10	5:16	42mins	7hrs 18mins
19-FRI			12:57	6:04	4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	7:59	12:07				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE						SL
24-WED			12:58	5:29	4hrs	4hrs
25-THU						SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON			1:00	5:21	4hrs	4hrs
30-TUE	9:01	12:01	12:05	5:11	1hr 1min	6hrs 59mins

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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