

DAILY TIME RECORD  
COME, RENEZITA S.

(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	12:00			4hrs	4hrs
2-THU	7:46	12:53	12:54	5:26		8hrs
3-FRI	8:00	12:22	12:22	5:32		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:21	12:21	5:38		8hrs
7-TUE	7:41	12:26	12:26	5:51		8hrs
8-WED	8:00	12:15	12:17	5:00		8hrs
9-THU	7:48	12:55	12:55	5:32		8hrs
10-FRI		12:22	12:22	5:13		4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	1:02	1:02	5:27		9hrs 27mins
14-TUE	8:00	12:01	12:01		3hrs 59mins	4hrs 1min
15-WED						CDO
16-THU						CDO
17-FRI	7:53	12:37	12:37	5:27		9hrs 34mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:27	12:27	5:00		8hrs
22-WED	8:00	12:00	12:05	8:37		8hrs
23-THU						Absent
24-FRI	8:00	12:00	12:05	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:22	12:22		4hrs	4hrs
28-TUE	7:31	12:05	12:05	5:23		8hrs
29-WED	8:00	12:00	12:05	5:28		8hrs
30-THU	8:00	12:40	12:40		4hrs	4hrs
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.

RENEZITA S. COME

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs

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