

DAILY TIME RECORD  
PORTUGALIZA, HARVIE P.

(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	1:00	5:04		8hrs
2-THU	8:00	12:07	12:08	5:06		8hrs
3-FRI						OB
4-SAT						Off
5-SUN						Off
6-MON	7:37	12:13	12:35	6:12		8hrs
7-TUE	7:42	12:00	12:50	5:32		8hrs
8-WED	7:51	12:13	12:27	5:13		8hrs
9-THU	7:45	12:36	12:39	5:05		8hrs
10-FRI	7:42	12:10	12:25			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:48	12:13	12:53	5:04		8hrs 36mins
14-TUE	7:48	12:06	12:11	5:06		9hrs 13mins
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						OB
19-SUN						Off
20-MON						OB
21-TUE						OB
22-WED						OB
23-THU						OB
24-FRI						OB
25-SAT						OB
26-SUN						Off
27-MON						FL
28-TUE	7:58	12:36	12:49	5:32		8hrs
29-WED	7:53	12:05	12:44	5:55		8hrs
30-THU	7:50	12:02	12:45	5:09		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.

HARVIE P. PORTUGALIZA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs

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