

**DAILY TIME RECORD**  
**GARDUCE, CLAUDETTE MELI HOFF E.**  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:00	12:01	12:06	5:02		8hrs
2-WED	7:58	12:01	12:06	5:02		8hrs
3-THU	7:59	12:06	12:10	5:06		8hrs
4-FRI	7:55	12:01	12:07	5:01		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:55	12:01	12:07	5:00		8hrs
8-TUE	7:55	12:01	12:07	5:10		8hrs
9-WED	7:54	12:02	12:12	5:54		8hrs
10-THU	7:57	12:00	12:11	5:01		8hrs
11-FRI	7:55	12:02	12:11	5:10		8hrs
12-SAT						Off
13-SUN						OB
14-MON						OB
15-TUE						OB
16-WED						OB
17-THU						OB
18-FRI						OB
19-SAT						Off
20-SUN						Off
21-MON	7:55	12:00	12:07	5:05		8hrs
22-TUE	7:55	12:02	12:07	9:30		8hrs
23-WED	7:52	12:35	1:00	9:00		8hrs
24-THU	7:48	12:53	1:00	11:00		8hrs
25-FRI	7:38	12:04	12:49	6:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:54	12:00	12:07	5:00		8hrs
29-TUE	7:50	12:00	12:05	5:01		8hrs
30-WED	7:53	12:02	12:09	5:04		8hrs
31-THU	7:52	12:01	12:07	5:05		8hrs

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.

**CLAUDETTE MELI HOFF E. GARDUCE**

VERIFIED as to prescribed office hours

**MIKE LAURENCE V. LUMEN**  
Department Head  
University Integrated Media and Public Affairs

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