

DAILY TIME RECORD  
CARDAÑO, CHINELO M.  
(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	7:54	12:13	12:54	6:57		8hrs
2-TUE	7:55	12:50	12:50	5:53		8hrs
3-WED	7:47	12:10	12:44	6:38		8hrs
4-THU						OB
5-FRI	7:58	12:01	12:57	7:33		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:59	12:02	12:53	5:40		8hrs
9-TUE	7:47	12:59	1:00	6:15		8hrs
10-WED	6:44	12:03	12:56	6:24		8hrs
11-THU	6:57	12:14	1:07	6:08	7mins	7hrs 53mins
12-FRI	7:19	12:03	12:27	6:48		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:09	12:11	6:16		8hrs
16-TUE	7:59	11:54	12:49	6:12	6mins	7hrs 54mins
17-WED	6:52	12:27	12:48	6:20		8hrs
18-THU	8:00	12:29	1:00	7:06		8hrs
19-FRI	8:01	12:36	12:36	7:30	1min	7hrs 59mins
20-SAT						Off
21-SUN						Off
22-MON	7:54	12:37				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:53	12:00	1:04	5:47	4mins	7hrs 56mins
24-WED	7:53	12:10	1:00	5:37		8hrs
25-THU	8:05	12:05		2:13		3hrs 55mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:02	12:55	5:21		8hrs
30-TUE	7:27	12:07	12:58	5:58		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.

CHINELO M. CARDAÑO

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head  
Office of the Vice President for Research, Extension and Innovation

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