

DAILY TIME RECORD

BRIT, CHONA A.

(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						OB
2-THU						OB
3-FRI	7:46	12:11	12:14	5:03		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:34	12:00	12:54	5:10		8hrs
7-TUE	8:02	12:00	12:04	5:21	2mins	7hrs 58mins
8-WED	8:06	12:16	12:34	5:21	6mins	7hrs 54mins
9-THU	8:04	12:13	12:59	5:18	4mins	7hrs 56mins
10-FRI	7:56	12:04	12:46			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:00	12:55	5:04	1min	7hrs 59mins
14-TUE	8:01	12:19	12:40	5:01	1min	7hrs 59mins
15-WED	8:10	12:06	12:08	5:30	10mins	7hrs 50mins
16-THU	8:00	12:09	12:10	5:18		8hrs
17-FRI	8:10	12:06	12:55	5:04	10mins	7hrs 50mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:13	12:50	5:05		8hrs
22-WED	8:15	12:28	12:31	5:10	15mins	7hrs 45mins
23-THU	7:57	12:08	12:09	5:04		8hrs
24-FRI	7:45	12:15	1:02	5:30	2mins	7hrs 58mins
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:13	12:14	5:31		8hrs
28-TUE			12:29	5:04	4hrs	4hrs
29-WED	7:50	12:25	12:45	5:21		8hrs
30-THU	8:01	12:02	12:04	5:02	1min	7hrs 59mins
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.

CHONA A. BRIT

VERIFIED as to prescribed office hours

ALELI A. VILLOCINO

Vice President  
Office of the Vice President for the Student Affairs and Services

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