

DAILY TIME RECORD
GUINOCOR, MERRY CHRIST'L S.
(NAME)

For the month of
November 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:39				8hrs	SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU						SEL
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:31	12:00	12:11	5:01		8hrs
12-WED	7:17	12:15	12:55	5:02		8hrs
13-THU	7:42	12:00	12:11	5:12		8hrs
14-FRI	7:10	12:00	12:02	5:13		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:22	12:00	12:11	5:08		8hrs
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						OB
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED	7:28	12:02	12:06	5:05		8hrs
27-THU		12:00	12:16	5:07	4hrs	4hrs
28-FRI	7:25	12:00	12:10		4hrs	4hrs
29-SAT						Off
30-SUN						Off

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.

MERRY CHRIST'L S. GUINOCOR

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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