

DAILY TIME RECORD  
CAGASAN, ULYSSES 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	7:00	1:00	2:00	5:06		9hrs
2-THU	6:59	12:00	12:10	5:07		9hrs
3-FRI	6:53	12:02				4hrs
4-SAT						Off
5-SUN						Off
6-MON	6:57	1:38	2:00	5:17		9hrs
7-TUE	6:57	12:27	12:28	5:15		9hrs
8-WED	6:58	1:13	1:45	5:37		9hrs
9-THU	7:00	12:03	12:04	5:18		9hrs
10-FRI	6:59	11:21				4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	6:54	1:05	1:07	5:07		10hrs 11mins
14-TUE	6:56	12:07	12:09	5:06		10hrs 8mins
15-WED	6:54	1:55	2:00	5:08		10hrs 9mins
16-THU	7:00	11:53	1:00	5:02		8hrs 55mins
17-FRI	6:55	11:33			3hrs 22mins	4hrs 38mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:55	1:26	1:27	5:07	27mins	8hrs 33mins
22-WED	6:58	1:28	1:29	5:10		9hrs
23-THU	6:58	12:00	12:02	5:10		9hrs
24-FRI	7:00	11:58				4hrs
25-SAT						Off
26-SUN						Off
27-MON	6:58	1:33	2:49	5:18	49mins	8hrs 11mins
28-TUE	6:53	12:01	12:04	5:17		9hrs
29-WED	6:57	1:04	1:07	5:00		9hrs
30-THU						Absent
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.

ULYSSES A. CAGASAN

VERIFIED as to prescribed office hours

LUZ G. ASIO  
Department Head  
Department of Agronomy

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