

DAILY TIME RECORD

REYES, JOSE ENRIQUE E.

(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						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:50	12:10	12:30	5:20		7hrs
6-THU	6:50	2:40	2:51	6:00		10hrs
7-FRI			11:54	7:10		6hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	6:55	12:10	12:17	7:15		9hrs
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON				5:38	8hrs	
18-TUE	7:41	12:11	12:11	7:08		9hrs
19-WED	6:50	12:13	12:14	5:04		7hrs
20-THU	6:45	2:32	2:34	5:31		10hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:55	12:10	12:11	7:03		9hrs
26-WED	6:40	12:25	12:26	5:03		7hrs
27-THU	6:29	2:31	2:31	6:10		10hrs
28-FRI			12:41	7:12		6hrs
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.

JOSE ENRIQUE E. REYES

VERIFIED as to prescribed office hours

CHERYL C. BATISTEL

Department Head
Department of Biological Sciences

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