

DAILY TIME RECORD
CAINGCOY, KIMBERLY V.
(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	8:00	12:00	12:03	5:00		8hrs
6-THU	8:00	12:00	12:31	5:10		8hrs
7-FRI	8:00	12:05	12:10	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:56	12:19	12:20	5:03		8hrs
12-WED	7:38	12:14	12:15	5:08		8hrs
13-THU		12:00	12:01	5:01	4hrs	4hrs
14-FRI		12:06	12:07	5:04	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON	7:37	12:21	12:22	5:08		8hrs
18-TUE	7:05	12:52	12:53	5:03		8hrs
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE						SEL
26-WED	7:37	12:22	12:23		4hrs	4hrs
27-THU	8:00				8hrs	
28-FRI	6:32	12:47	12:48	5:14		8hrs
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.

KIMBERLY V. CAINGCOY

VERIFIED as to prescribed office hours

JANET ALEXIS A. DE LOS SANTOS
Department Head
Scientific Publications Office

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