#### Civil Service Form 48

# **DAILY TIME RECORD** ENAYA, BELJUN P.

For the month of October 1 - 31, 2025 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM			
	IN	OUT	IN	OUT	T/U	Total
1-WED	8:00	12:30	12:32	5:02		8hrs
2-THU						SL
3-FRI	7:54	12:01	12:08	5:05		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:48	12:02	12:15	6:01		8hrs
7-TUE	7:55	12:38	12:42	5:13		8hrs
8-WED	7:53	12:02	12:03	5:18		8hrs
9-THU	7:58	12:00	12:14	5:05	25mins	7hrs 35mins
						4hrs
10-FRI	7:25	12:00	7:25			SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-sun						Off
13-MON	8:29	12:08	12:23	5:30		8hrs 46mins
<b>14-</b> TUE	7:57	12:02	12:03	5:11		9hrs 13mins
15-WED	7:51	12:37	12:41	5:30		9hrs 35mins
<b>16</b> -THU	8:09	12:00	12:02	5:30		9hrs 19mins
17-FRI	7:57	12:02	12:03	5:03		9hrs 5mins
18-SAT						Off
19-sun						Off
20-MON						Holiday
21-TUE	7:56	12:15	12:17	5:04		8hrs
22-WED	7:16	12:07	12:09	5:05		8hrs
23-THU	7:47	12:06	12:08	5:48		8hrs
24-FRI	7:55	12:10	12:55	5:09		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:52	12:06	12:06	5:33		8hrs
28-TUE	7:45	12:14	12:15	5:04		8hrs
29-WED	7:37	12:31	12:33	5:13		8hrs
<b>30</b> -THU						CDO
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.

## **BELJUN P. ENAYA**

VERIFIED as to prescribed office hours

#### **MARY ANN G. COBICO**

Department Head Department of Philosophy and Social Sciences

# **DAILY TIME RECORD** $\frac{\textbf{ENAYA, BELJUN P.}}{\text{\tiny (NAME)}}$

For the month of October 1 - 31, 2025 Official hours for arrival and departure 8:00AM - 5:00PM

IN	Day	AM		PM		nga awar	m . 1
2-THU		IN	OUT	IN	OUT	T/U	Total
3-FRI	1-WED	8:00	12:30	12:32	5:02		8hrs
A-SAT	<b>2</b> -THU						SL
5-SUN         Image: color of the colo	3-FRI	7:54	12:01	12:08	5:05		8hrs
6-MON         7:48         12:02         12:15         6:01         8hrs           7-TUE         7:55         12:38         12:42         5:13         8hrs           8-WED         7:53         12:02         12:03         5:18         8hrs           9-THU         7:58         12:00         12:14         5:05         25mins         7hrs 35mins           10-FRI         7:25         12:00         7:25         4hrs         5USPENDED           11-SAT	4-SAT						Off
7-TUE         7:55         12:38         12:42         5:13         8hrs           8-WED         7:53         12:02         12:03         5:18         8hrs           9-THU         7:58         12:00         12:14         5:05         25mins         7hrs 35mins           10-FRI         7:25         12:00         7:25         4hrs         SUSPENDED           11-SAT	5-SUN						Off
8-WED       7:53       12:02       12:03       5:18       8hrs         9-THU       7:58       12:00       12:14       5:05       25mins       7hrs 35mins         10-FRI       7:25       12:00       7:25       4hrs       3USPENDED       12:00 pm 11:59 pm         11-SAT	6-MON	7:48	12:02	12:15	6:01		8hrs
9-THU 7:58 12:00 12:14 5:05 25mins 7hrs 35mins  10-FRI 7:25 12:00 7:25 4hrs  11-SAT	7-TUE	7:55	12:38	12:42	5:13		8hrs
10-Fri	8-WED	7:53	12:02	12:03	5:18		8hrs
To-fri	9-THU	7:58	12:00	12:14	5:05	25mins	7hrs 35mins
11-SAT							4hrs
12-SUN       8:29       12:08       12:23       5:30       8hrs 46mins         14-TUE       7:57       12:02       12:03       5:11       9hrs 13mins         15-WED       7:51       12:37       12:41       5:30       9hrs 35mins         16-THU       8:09       12:00       12:02       5:30       9hrs 19mins         17-FRI       7:57       12:02       12:03       5:03       9hrs 5mins         18-SAT	10-FRI	7:25	12:00	7:25			
13-MON       8:29       12:08       12:23       5:30       8hrs 46mins         14-TUE       7:57       12:02       12:03       5:11       9hrs 13mins         15-WED       7:51       12:37       12:41       5:30       9hrs 35mins         16-THU       8:09       12:00       12:02       5:30       9hrs 19mins         17-FRI       7:57       12:02       12:03       5:03       9hrs 5mins         18-SAT       Off       Off         19-SUN       Off       Off         20-MON       Holiday         21-TUE       7:56       12:15       12:17       5:04       8hrs         22-WED       7:16       12:07       12:09       5:05       8hrs         23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:	11-SAT						Off
14-TUE       7:57       12:02       12:03       5:11       9hrs 13mins         15-WED       7:51       12:37       12:41       5:30       9hrs 35mins         16-THU       8:09       12:00       12:02       5:30       9hrs 19mins         17-FRI       7:57       12:02       12:03       5:03       9hrs 5mins         18-SAT       Off       Off         19-SUN       Off       Off         20-MON       Holiday       Holiday         21-TUE       7:56       12:15       12:17       5:04       8hrs         22-WED       7:16       12:07       12:09       5:05       8hrs         23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       ODO       CDO	12-SUN						Off
15-WED         7:51         12:37         12:41         5:30         9hrs 35mins           16-THU         8:09         12:00         12:02         5:30         9hrs 19mins           17-FRI         7:57         12:02         12:03         5:03         9hrs 5mins           18-SAT	13-MON	8:29	12:08	12:23	5:30		8hrs 46mins
16-THU       8:09       12:00       12:02       5:30       9hrs 19mins         17-FRI       7:57       12:02       12:03       5:03       9hrs 5mins         18-SAT       Off       Off         19-SUN       Off       Off         20-MON       Holiday         21-TUE       7:56       12:15       12:17       5:04       8hrs         22-WED       7:16       12:07       12:09       5:05       8hrs         23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	<b>14-</b> TUE	7:57	12:02	12:03	5:11		9hrs 13mins
17-FRI         7:57         12:02         12:03         5:03         9hrs 5mins           18-SAT         Off           19-SUN         Off           20-MON         Holiday           21-TUE         7:56         12:15         12:17         5:04         8hrs           22-WED         7:16         12:07         12:09         5:05         8hrs           23-THU         7:47         12:06         12:08         5:48         8hrs           24-FRI         7:55         12:10         12:55         5:09         8hrs           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         7:52         12:06         12:06         5:33         8hrs           28-TUE         7:45         12:14         12:15         5:04         8hrs           29-WED         7:37         12:31         12:33         5:13         8hrs           30-THU         CDO         CDO         CDO         CDO	15-WED	7:51	12:37	12:41	5:30		9hrs 35mins
18-SAT         Off           19-SUN         Off           20-MON         Holiday           21-TUE         7:56         12:15         12:17         5:04         8hrs           22-WED         7:16         12:07         12:09         5:05         8hrs           23-THU         7:47         12:06         12:08         5:48         8hrs           24-FRI         7:55         12:10         12:55         5:09         8hrs           25-SAT         Off         Off           27-MON         7:52         12:06         12:06         5:33         8hrs           28-TUE         7:45         12:14         12:15         5:04         8hrs           29-WED         7:37         12:31         12:33         5:13         8hrs           30-THU         CDO         CDO         CDO         CDO	<b>16-</b> THU	8:09	12:00	12:02	5:30		9hrs 19mins
19-SUN         Off           20-MON         Holiday           21-TUE         7:56         12:15         12:17         5:04         8hrs           22-WED         7:16         12:07         12:09         5:05         8hrs           23-THU         7:47         12:06         12:08         5:48         8hrs           24-FRI         7:55         12:10         12:55         5:09         8hrs           25-SAT         Off         Off           27-MON         7:52         12:06         12:06         5:33         8hrs           28-TUE         7:45         12:14         12:15         5:04         8hrs           29-WED         7:37         12:31         12:33         5:13         8hrs           30-THU         CDO         CDO         CDO         CDO	17-FRI	7:57	12:02	12:03	5:03		9hrs 5mins
20-MON       Holiday         21-TUE       7:56       12:15       12:17       5:04       8hrs         22-WED       7:16       12:07       12:09       5:05       8hrs         23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO       CDO       CDO	18-SAT						Off
21-TUE       7:56       12:15       12:17       5:04       8hrs         22-WED       7:16       12:07       12:09       5:05       8hrs         23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	19-sun						Off
22-WED       7:16       12:07       12:09       5:05       8hrs         23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	<b>20</b> -MON						Holiday
23-THU       7:47       12:06       12:08       5:48       8hrs         24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	21-TUE	7:56	12:15	12:17	5:04		8hrs
24-FRI       7:55       12:10       12:55       5:09       8hrs         25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	22-WED	7:16	12:07	12:09	5:05		8hrs
25-SAT       Off         26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	23-THU	7:47	12:06	12:08	5:48		8hrs
26-SUN       Off         27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	24-FRI	7:55	12:10	12:55	5:09		8hrs
27-MON       7:52       12:06       12:06       5:33       8hrs         28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	25-SAT						Off
28-TUE       7:45       12:14       12:15       5:04       8hrs         29-WED       7:37       12:31       12:33       5:13       8hrs         30-THU       CDO	26-SUN						Off
29-WED 7:37 12:31 12:33 5:13 8hrs 30-THU CDO	27-MON	7:52	12:06	12:06	5:33		8hrs
<b>30-</b> THU CDO	28-TUE	7:45	12:14	12:15	5:04		8hrs
	29-WED	7:37	12:31	12:33	5:13		8hrs
31-FRI Holiday	<b>30-</b> THU						CDO
	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.

## **BELJUN P. ENAYA**

VERIFIED as to prescribed office hours

### **MARY ANN G. COBICO**

Department Head Department of Philosophy and Social Sciences