

DAILY TIME RECORD
ENAYA, BELJUN P.
(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	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
10-FRI	7:25	12:00	7:25			4hrs 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
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
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
30-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

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