

DAILY TIME RECORD  
CUEVAS, GANESSA ROSE G.

(NAME)

For the month of  
June 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:58	12:05	12:06	6:11		8hrs
3-TUE						CDO
4-WED	7:30	12:06	12:08	5:29		8hrs
5-THU	8:03	12:08	12:09	5:37	3mins	7hrs 57mins
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	8:00	12:06	12:06	5:31		8hrs
10-TUE	8:02	12:03	12:04	8:10	2mins	7hrs 58mins
11-WED	8:00	12:02	12:03	6:05		8hrs
12-THU						Holiday
13-FRI	7:58	12:10	12:11	5:12		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:56	12:02	12:03	8:00		8hrs
17-TUE	8:06	12:01	12:02	5:24	6mins	7hrs 54mins
18-WED	8:00	12:04	12:08	5:58		8hrs
19-THU	8:02	12:07	12:08	10:00	2mins	7hrs 58mins
20-FRI	7:55	12:08	12:09	5:13		8hrs
21-SAT						Off
22-SUN						Off
23-MON	8:05	12:01	12:03	5:03	5mins	7hrs 55mins
24-TUE	7:51	12:02	12:03	5:23		8hrs
25-WED	7:55	12:07	12:08	5:01		8hrs
26-THU	8:03	12:00	12:03	8:42	3mins	7hrs 57mins
27-FRI	8:00	12:04	12:07	5:41		8hrs
28-SAT						Off
29-SUN						Off
30-MON	8:03	12:06	12:08	5:31	3mins	7hrs 57mins

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.

GANESSA ROSE G. CUEVAS

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head  
Office of the Vice President for Research, Extension and Innovation

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