

DAILY TIME RECORD
OCHAVILLO, EDGARDO C.

(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	7:04	12:46	12:50	6:16		8hrs
2-THU	7:14	12:02	12:09	7:46		8hrs
3-FRI	8:07	12:10	12:38	5:41	7mins	7hrs 53mins
4-SAT						Off
5-SUN						Off
6-MON	7:48	12:11	12:19	5:18		8hrs
7-TUE	8:04	12:03	12:18	6:10	4mins	7hrs 56mins
8-WED	8:18	12:15	12:42	6:00	18mins	7hrs 42mins
9-THU	7:11	12:21	12:39	7:40		8hrs
10-FRI	8:06	12:03	12:23	5:09		7hrs 54mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:58	12:06	12:47	5:14		8hrs 35mins
14-TUE	7:25	12:04	12:32	6:05		10hrs 12mins
15-WED	7:43	12:17	12:55	5:15		8hrs 54mins
16-THU	7:58	12:00	12:16	6:09		9hrs 55mins
17-FRI	7:50	12:05	12:18	5:34		9hrs 31mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:08	7:59	5:28		8hrs
22-WED	7:55	12:00	7:55	5:11		8hrs
23-THU	6:56	12:06	12:16	5:33		8hrs
24-FRI	7:56	12:08	12:25	5:28		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:07	12:40	5:42		8hrs
28-TUE	7:57	12:10	12:28	5:11		8hrs
29-WED	7:52	12:06	12:40	6:20		8hrs
30-THU	7:54	12:07	12:39	5:08		8hrs
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.

EDGARDO C. OCHAVILLO

VERIFIED as to prescribed office hours

VIC ANGELO L. IMPAS

Department Head
Department of Mechanical Engineering

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