

DAILY TIME RECORD
BASLAN, ARJOHN S.
(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						SEL
6-THU						Absent
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON		12:54	12:56		8hrs	
18-TUE		12:00	12:04	5:00	4hrs	4hrs
19-WED	7:41	12:00	12:03		4hrs	4hrs
20-THU	7:49	12:12			4hrs	4hrs
21-FRI	7:39		12:24		8hrs	
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED		12:13	12:15	5:17	4hrs	4hrs
27-THU						Absent
28-FRI						Absent
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.

ARJOHN S. BASLAN

VERIFIED as to prescribed office hours

LYNETTE C. CIMAFRANCA

Department Head
Department of Food Science and Technology

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