

DAILY TIME RECORD
COME, RENEZITA S.

(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 | 12:00 | | | | 4hrs (SL half day) |
| 2-THU | 7:46 | 12:53 | 12:54 | 5:26 | | 8hrs |
| 3-FRI | 8:00 | 12:22 | 12:22 | 5:32 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 8:00 | 12:21 | 12:21 | 5:38 | | 8hrs |
| 7-TUE | 7:41 | 12:26 | 12:26 | 5:51 | | 8hrs |
| 8-WED | 8:00 | 12:15 | 12:17 | 5:00 | | 8hrs |
| 9-THU | 7:48 | 12:55 | 12:55 | 5:32 | | 8hrs |
| 10-FRI | | 12:22 | 12:22 | 5:13 | | 4hrs SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 8:00 | 1:02 | 1:02 | 5:27 | | 9hrs 27mins |
| 14-TUE | 8:00 | 12:01 | 12:01 | 5:00 | | 9hrs |
| 15-WED | | | | | | CDO |
| 16-THU | | | | | | CDO |
| 17-FRI | 7:53 | 12:37 | 12:37 | 5:27 | | 9hrs 34mins |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | | | | Holiday |
| 21-TUE | 7:59 | 12:27 | 12:27 | 5:00 | | 8hrs |
| 22-WED | 8:00 | 12:00 | 12:05 | 8:37 | | 8hrs |
| 23-THU | | | | | | OB |
| 24-FRI | 8:00 | 12:00 | 12:05 | 5:15 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 8:00 | 12:22 | 12:22 | 5:00 | | 8hrs |
| 28-TUE | 7:31 | 12:05 | 12:05 | 5:23 | | 8hrs |
| 29-WED | 8:00 | 12:00 | 12:05 | 5:28 | | 8hrs |
| 30-THU | 8:00 | 12:40 | 12:40 | 5:00 | | 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.

RENEZITA S. COME

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President
Office of the Vice President for Academic Affairs

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