

DAILY TIME RECORD

MERCADO, CLARA P.

(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  | 7:58 |       |       |      | 8hrs | SUSPENDED<br>8:00 am 5:00 pm   |
| 4-TUE  |      |       |       |      |      | SUSPENDED<br>8:00 am 5:00 pm   |
| 5-WED  |      |       |       |      |      | Absent                         |
| 6-THU  |      |       | 12:01 |      | 8hrs |                                |
| 7-FRI  |      |       |       |      |      | Absent                         |
| 8-SAT  |      |       |       |      |      | Off                            |
| 9-SUN  |      |       |       |      |      | Off                            |
| 10-MON |      |       |       |      |      | SUSPENDED<br>8:00 am 5:00 pm   |
| 11-TUE |      | 12:01 | 12:02 | 5:54 | 4hrs | 4hrs                           |
| 12-WED | 8:01 | 12:00 | 12:07 | 5:14 | 1min | 7hrs 59mins                    |
| 13-THU | 8:00 | 12:00 | 12:02 | 5:23 |      | 8hrs                           |
| 14-FRI |      | 12:07 | 12:09 | 5:44 | 4hrs | 4hrs                           |
| 15-SAT |      |       |       |      |      | Off                            |
| 16-SUN |      |       |       |      |      | Off                            |
| 17-MON | 7:59 | 12:01 | 12:07 | 5:33 |      | 8hrs                           |
| 18-TUE | 7:56 | 12:02 | 12:07 | 5:49 |      | 8hrs                           |
| 19-WED |      |       |       |      |      | SEL                            |
| 20-THU |      |       |       |      |      | SEL                            |
| 21-FRI |      |       |       |      |      | SEL                            |
| 22-SAT |      |       |       |      |      | Off                            |
| 23-SUN |      |       |       |      |      | Off                            |
| 24-MON |      | 12:01 |       |      | 8hrs | SUSPENDED<br>12:01 pm 11:59 pm |
| 25-TUE | 7:50 | 12:14 | 12:16 | 6:06 |      | 8hrs                           |
| 26-WED | 7:56 | 12:01 | 12:05 | 5:40 |      | 8hrs                           |
| 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.

CLARA P. MERCADO

VERIFIED as to prescribed office hours

ELWIN JAY V. YU

Department Head  
University Health Services

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