

DAILY TIME RECORD
YU, ELWIN JAY V.
(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	7:43	12:48				4hrs SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:48	12:00	12:05	5:01		8hrs
12-WED	7:40	12:07	12:10		4hrs	4hrs
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	7:55	12:01	12:02		4hrs	4hrs
19-WED	7:58	12:00	12:07	5:02		8hrs
20-THU	7:49	12:00	12:06		4hrs	4hrs
21-FRI	7:56	12:07	12:11		4hrs	4hrs
22-SAT						Off
23-SUN						Off
24-MON	7:48	12:30				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:29	12:03	12:05	5:04		8hrs
26-WED						SEL
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.

ELWIN JAY V. YU

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO
Department Head
Office of the Vice President for Administration & Finance

DAILY TIME RECORD
YU, ELWIN JAY V.
(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	7:43	12:48				4hrs SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:48	12:00	12:05	5:01		8hrs
12-WED	7:40	12:07	12:10		4hrs	4hrs
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	7:55	12:01	12:02		4hrs	4hrs
19-WED	7:58	12:00	12:07	5:02		8hrs
20-THU	7:49	12:00	12:06		4hrs	4hrs
21-FRI	7:56	12:07	12:11		4hrs	4hrs
22-SAT						Off
23-SUN						Off
24-MON	7:48	12:30				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:29	12:03	12:05	5:04		8hrs
26-WED						SEL
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.

ELWIN JAY V. YU

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO
Department Head
Office of the Vice President for Administration & Finance