

DAILY TIME RECORD
REYES, MA. FEDELINA B.
(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	8:03	12:00	12:07			3hrs 57mins
						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED				5:03	8hrs	
6-THU		12:01	12:02	5:08	4hrs	4hrs
7-FRI		12:02	12:13	5:26	4hrs	4hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE			2:51	11:59	5hrs 51mins	2hrs 9mins
12-WED			3:06	11:01	6hrs 6mins	1hr 54mins
13-THU			2:51	11:02	5hrs 51mins	2hrs 9mins
14-FRI			2:57	11:17	5hrs 57mins	2hrs 3mins
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:05	12:18	5:07		8hrs
18-TUE	7:58	12:02	12:18	5:05		8hrs
19-WED						SEL
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED						SEL
27-THU		12:11	1:00	5:11	4hrs	4hrs
28-FRI	7:59	12:06	1:00	5:03		8hrs
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.

MA. FEDELINA B. REYES

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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