

DAILY TIME RECORD

NAYA, MARIO 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			2:43	11:15		8hrs
2-SUN						Off
3-MON	6:52	12:00	12:02	3:09		8hrs
						SUSPENDED 8:00 am 5:00 pm
4-TUE						Off
5-WED			2:56	11:09		8hrs
6-THU			10:54	11:59		59mins
7-FRI						Absent
8-SAT	6:56	12:00	12:02	3:07		8hrs
9-SUN						Off
10-MON	6:54	12:00	12:02	3:18		8hrs
						SUSPENDED 8:00 am 5:00 pm
11-TUE			2:58	11:17		8hrs
12-WED			2:37	11:14		8hrs
13-THU						Off
14-FRI			2:50	11:25		8hrs
15-SAT						Off
16-SUN						Off
17-MON			2:52	11:06		8hrs
18-TUE						Off
19-WED						SEL
20-THU						SEL
21-FRI						Off
22-SAT						Off
23-SUN	6:55	12:00	12:02	3:04		8hrs
24-MON	6:59	12:00	12:02	3:38		8hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	6:54	12:00	12:02	3:03		8hrs
26-WED						SEL
27-THU						Absent
28-FRI						Absent
29-SAT						Off
30-SUN			2:58		8hrs	

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.

MARIO P. NAYA

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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