

DAILY TIME RECORD
BARO, GERALDINE T.
(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 | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 4-TUE | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 5-WED | 8:00 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 6-THU | | | | | | SEL |
| 7-FRI | 8:00 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 11-TUE | 8:01 | 12:04 | 1:05 | 5:01 | 6mins | 7hrs 54mins |
| 12-WED | 7:52 | 12:01 | 12:59 | 5:01 | | 8hrs |
| 13-THU | 8:00 | 12:12 | 12:59 | 5:01 | | 8hrs |
| 14-FRI | 8:01 | 12:05 | 1:00 | 5:01 | 1min | 7hrs 59mins |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 8:13 | 12:11 | 1:01 | 5:00 | 14mins | 7hrs 46mins |
| 18-TUE | 8:05 | 12:08 | 1:01 | 5:19 | 6mins | 7hrs 54mins |
| 19-WED | 8:01 | 12:01 | 1:00 | 5:21 | 1min | 7hrs 59mins |
| 20-THU | 8:01 | 12:07 | 1:00 | 5:19 | 1min | 7hrs 59mins |
| 21-FRI | 7:58 | 12:04 | 12:39 | 5:03 | | 8hrs |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | | | | | | Off |
| 25-TUE | 7:01 | 11:24 | 12:00 | 5:00 | 1min | 7hrs 59mins |
| 26-WED | 7:00 | 11:00 | 12:00 | 6:00 | | 8hrs |
| 27-THU | | | | | | Off |
| 28-FRI | 6:58 | 11:41 | 11:57 | 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.

GERALDINE T. BARO

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

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(NAME)

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