

DAILY TIME RECORD
CAINTIC, JOIE PROCESO S.

(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			2:52	11:04		8hrs
3-MON						Off
4-TUE			2:52	11:51		8hrs SUSPENDED 8:00 am 5:00 pm
5-WED						Off
6-THU						Absent
7-FRI				11:18	8hrs	
8-SAT			10:54	11:59		1hr
9-SUN	12:00	7:04	10:56	11:59		8hrs
10-MON	12:00	7:11				7hrs SUSPENDED 8:00 am 5:00 pm
11-TUE	6:59	3:01				8hrs
12-WED						Off
13-THU	6:54				8hrs	
14-FRI						Off
15-SAT						Off
16-SUN			2:56	11:01		8hrs
17-MON			10:38	11:59		1hr
18-TUE						Absent
19-WED	6:49	9:45				8hrs
20-THU	7:49	7:55				9hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED		3:04			8hrs	
27-THU		12:03			8hrs	
28-FRI	7:58	12:01			4hrs 59mins	4hrs 1min
29-SAT						Absent
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.

JOIE PROCESO S. CAINTIC

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

DAILY TIME RECORD
CAINTIC, JOIE PROCESO S.

(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			2:52	11:04		8hrs
3-MON						Off
4-TUE			2:52	11:51		8hrs SUSPENDED 8:00 am 5:00 pm
5-WED						Off
6-THU						Absent
7-FRI				11:18	8hrs	
8-SAT			10:54	11:59		1hr
9-SUN	12:00	7:04	10:56	11:59		8hrs
10-MON	12:00	7:11				7hrs SUSPENDED 8:00 am 5:00 pm
11-TUE	6:59	3:01				8hrs
12-WED						Off
13-THU	6:54				8hrs	
14-FRI						Off
15-SAT						Off
16-SUN			2:56	11:01		8hrs
17-MON			10:38	11:59		1hr
18-TUE						Absent
19-WED	6:49	9:45				8hrs
20-THU	7:49	7:55				9hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED		3:04			8hrs	
27-THU		12:03			8hrs	
28-FRI	7:58	12:01			4hrs 59mins	4hrs 1min
29-SAT						Absent
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.

JOIE PROCESO S. CAINTIC

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services