

DAILY TIME RECORD  
NIEGAS, JUVYLYN G.  
(NAME)

For the month of  
October 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:51	12:11	12:30	5:20		8hrs
2-THU	8:01	12:17	12:25	7:30	1min	7hrs 59mins
3-FRI	7:49	12:45	12:46	5:51		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:12	12:34	5:50		8hrs
7-TUE	7:56	12:27	12:31	6:00		8hrs
8-WED	7:48	12:47	12:54	5:58		8hrs
9-THU	7:47	12:10	12:27	7:30		8hrs
10-FRI	7:56	12:38	12:43			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:06	12:07	12:51	5:37	6mins	7hrs 54mins
14-TUE	7:52	12:26	12:30	5:37		8hrs
15-WED	7:35	12:27	12:31	5:30		8hrs
16-THU	7:38	12:22	12:25	6:30		8hrs
17-FRI	7:50	12:22	12:51	5:25		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:00	12:03	12:54	5:41		8hrs
22-WED	7:52	12:05	12:08	5:33		8hrs
23-THU	7:46	12:18	12:28	5:05		8hrs
24-FRI						FL
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:35	12:38	5:00		8hrs
28-TUE						FL
29-WED						FL
30-THU						SLP
31-FRI						Holiday

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.

JUVYLYN G. NIEGAS

VERIFIED as to prescribed office hours

JAMES A. PATINDOL  
Department Head  
Central Analytical Service Laboratory

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