

DAILY TIME RECORD  
CAGASAN, ULYSSES A.  
(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						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE		12:02	12:04	4:57	5hrs 3mins	3hrs 57mins
26-WED			1:47	5:04	6hrs	3hrs
27-THU		12:48		5:15	8hrs	
28-FRI	7:02	12:21			2mins	3hrs 58mins
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.

ULYSSES A. CAGASAN

VERIFIED as to prescribed office hours

LUZ G. ASIO  
Department Head  
Department of Agronomy

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