

DAILY TIME RECORD

APAS, GENALYN M.  
(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  |      |       |       |      |        | SUSPENDE<br>8:00 am 5:00 pm   |
| 4-TUE  |      |       |       |      |        | SUSPENDE<br>8:00 am 5:00 pm   |
| 5-WED  |      |       |       |      |        | SEL                           |
| 6-THU  |      |       |       |      |        | SEL                           |
| 7-FRI  |      |       |       |      |        | SEL                           |
| 8-SAT  |      |       |       |      |        | Off                           |
| 9-SUN  |      |       |       |      |        | Off                           |
| 10-MON |      |       |       |      |        | SUSPENDE<br>8:00 am 5:00 pm   |
| 11-TUE | 8:10 | 12:18 | 12:46 | 5:04 | 10mins | 7hrs 50mins                   |
| 12-WED |      |       |       |      |        | VL                            |
| 13-THU |      |       |       |      |        | SL                            |
| 14-FRI | 8:23 | 12:05 | 12:50 | 5:02 | 23mins | 7hrs 37mins                   |
| 15-SAT |      |       |       |      |        | Off                           |
| 16-SUN |      |       |       |      |        | Off                           |
| 17-MON |      |       |       |      |        | SEL                           |
| 18-TUE |      |       |       |      |        | SEL                           |
| 19-WED | 8:09 | 12:17 | 12:43 | 5:09 | 9mins  | 7hrs 51mins                   |
| 20-THU | 8:24 | 12:48 | 1:00  | 5:13 | 24mins | 7hrs 36mins                   |
| 21-FRI | 8:28 | 12:21 | 12:56 | 5:22 | 28mins | 7hrs 32mins                   |
| 22-SAT |      |       |       |      |        | Off                           |
| 23-SUN |      |       |       |      |        | Off                           |
| 24-MON | 8:27 | 1:11  |       |      |        | 3hrs 33mins                   |
|        |      |       |       |      |        | SUSPENDE<br>12:01 pm 11:59 pm |
| 25-TUE | 7:59 | 12:07 | 12:50 | 5:09 |        | 8hrs                          |
| 26-WED |      |       |       |      |        | SL                            |
| 27-THU | 8:32 | 12:10 | 1:00  | 5:30 | 32mins | 7hrs 28mins                   |
| 28-FRI | 8:35 | 12:03 | 12:26 | 7:16 | 35mins | 7hrs 25mins                   |
| 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.

GENALYN M. APAS

VERIFIED as to prescribed office hours

EUSEBIO R. LINA JR.

Department Head  
Department of Mathematics

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