

DAILY TIME RECORD
COMPENDIO-DADIOS, SERICA JOY M.
(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:58	12:02	12:03	5:15		8hrs
2-TUE	7:59	12:48	12:54	5:10		8hrs
3-WED	7:39	12:56	12:56	5:07		8hrs
4-THU	8:04	12:49	12:55	5:16	4mins	7hrs 56mins
5-FRI	8:01	12:19	12:21	5:04	1min	7hrs 59mins
6-SAT						Off
7-SUN						Off
8-MON	8:15	12:01	12:02	5:24	15mins	7hrs 45mins
9-TUE	8:00	12:57	12:59	5:21		8hrs
10-WED	6:52	12:00	12:01	5:01		8hrs
11-THU	8:03	12:00	12:03	5:20	3mins	7hrs 57mins
12-FRI	7:34	12:01	12:06	6:09		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:05	12:01	12:03	5:37	5mins	7hrs 55mins
16-TUE	8:09	12:44	12:44	5:18	9mins	7hrs 51mins
17-WED	8:08	12:56	12:57	5:01	8mins	7hrs 52mins
18-THU	7:01	12:46	12:47	5:24		8hrs
19-FRI	7:58	12:20	12:23	7:23		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:56	12:17				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:59	12:17	12:17	5:08		8hrs
24-WED	8:07	12:34	12:34	5:20	7mins	7hrs 53mins
25-THU	8:16	12:08	12:09			3hrs 44mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:07	12:00	12:06	5:38	7mins	7hrs 53mins
30-TUE	8:06	12:02	12:07	6:27	6mins	7hrs 54mins

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.

SERICA JOY M. COMPENDIO-DADIOS

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology and Environmental Science

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