

DAILY TIME RECORD
CAINTIC, LENITA L.
(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						SEL
6-THU	8:10	12:17	12:22	5:03	10mins	7hrs 50mins
7-FRI	7:53	12:37	12:39	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:53	12:06	12:07	5:01		8hrs
12-WED	7:32	12:25	12:28	5:01		8hrs
13-THU	7:51	12:10	12:14	5:00		8hrs
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:37	12:09	12:31	5:03		8hrs
18-TUE						SEL
19-WED	7:48	12:04	12:07	5:01		8hrs
20-THU	7:55	12:07	12:50	5:01		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	8:01	12:26				3hrs 59mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:50	12:00	12:21	5:04		8hrs
26-WED	7:44	12:04	12:11	5:00		8hrs
27-THU	7:53	12:20	12:24	5:02		8hrs
28-FRI						SEL
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.

LENITA L. CAINTIC

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO
Department Head
VSU Guesthouse

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