

DAILY TIME RECORD

LINA, SUZETTE B.

(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  | 7:57 | 12:17 | 12:18 | 5:03 |       | 8hrs                                   |
| 2-THU  | 7:59 | 12:10 | 12:11 | 5:15 |       | 8hrs                                   |
| 3-FRI  | 7:59 | 12:12 | 12:13 | 5:06 |       | 8hrs                                   |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:54 | 12:12 | 12:13 | 5:05 |       | 8hrs                                   |
| 7-TUE  | 7:58 | 12:31 | 12:33 | 5:06 |       | 8hrs                                   |
| 8-WED  | 7:00 | 12:11 | 12:12 | 5:11 |       | 8hrs                                   |
| 9-THU  | 7:54 | 12:53 | 12:54 | 5:00 |       | 8hrs                                   |
| 10-FRI | 7:26 | 12:14 | 12:15 | 5:00 |       | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 7:50 | 12:36 | 12:37 | 5:13 |       | 9hrs 22mins                            |
| 14-TUE |      |       |       |      |       | OB                                     |
| 15-WED |      |       |       |      |       | OB                                     |
| 16-THU |      |       |       |      |       | OB                                     |
| 17-FRI | 7:58 | 12:15 | 12:17 | 5:12 |       | 9hrs 12mins                            |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 7:58 | 12:00 | 1:00  | 5:00 |       | 8hrs                                   |
| 22-WED | 6:40 | 12:00 | 1:00  | 5:00 |       | 8hrs                                   |
| 23-THU |      |       |       |      |       | SLP                                    |
| 24-FRI |      |       |       |      |       | OB                                     |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 8:03 | 12:13 | 12:14 | 5:11 | 3mins | 7hrs 57mins                            |
| 28-TUE |      |       |       |      |       | OB                                     |
| 29-WED | 8:00 | 12:08 | 12:09 | 5:04 |       | 8hrs                                   |
| 30-THU | 8:00 | 12:57 | 1:00  | 5:59 |       | 8hrs                                   |
| 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.

SUZETTE B. LINA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs

DAILY TIME RECORD

LINA, SUZETTE B.

(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  | 7:57 | 12:17 | 12:18 | 5:03 |       | 8hrs                                   |
| 2-THU  | 7:59 | 12:10 | 12:11 | 5:15 |       | 8hrs                                   |
| 3-FRI  | 7:59 | 12:12 | 12:13 | 5:06 |       | 8hrs                                   |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:54 | 12:12 | 12:13 | 5:05 |       | 8hrs                                   |
| 7-TUE  | 7:58 | 12:31 | 12:33 | 5:06 |       | 8hrs                                   |
| 8-WED  | 7:00 | 12:11 | 12:12 | 5:11 |       | 8hrs                                   |
| 9-THU  | 7:54 | 12:53 | 12:54 | 5:00 |       | 8hrs                                   |
| 10-FRI | 7:26 | 12:14 | 12:15 | 5:00 |       | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 7:50 | 12:36 | 12:37 | 5:13 |       | 9hrs 22mins                            |
| 14-TUE |      |       |       |      |       | OB                                     |
| 15-WED |      |       |       |      |       | OB                                     |
| 16-THU |      |       |       |      |       | OB                                     |
| 17-FRI | 7:58 | 12:15 | 12:17 | 5:12 |       | 9hrs 12mins                            |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 7:58 | 12:00 | 1:00  | 5:00 |       | 8hrs                                   |
| 22-WED | 6:40 | 12:00 | 1:00  | 5:00 |       | 8hrs                                   |
| 23-THU |      |       |       |      |       | SLP                                    |
| 24-FRI |      |       |       |      |       | OB                                     |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 8:03 | 12:13 | 12:14 | 5:11 | 3mins | 7hrs 57mins                            |
| 28-TUE |      |       |       |      |       | OB                                     |
| 29-WED | 8:00 | 12:08 | 12:09 | 5:04 |       | 8hrs                                   |
| 30-THU | 8:00 | 12:57 | 1:00  | 5:59 |       | 8hrs                                   |
| 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.

SUZETTE B. LINA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs