

DAILY TIME RECORD

LINA, SUZETTE B.
(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						OB
6-THU						OB
7-FRI						OB
8-SAT						OB
9-SUN						OB
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED		12:03	12:05	5:02	4hrs	4hrs
13-THU	8:04			5:01	8hrs	
14-FRI	8:00	12:05	12:11	5:02		8hrs
15-SAT						Off
16-SUN						OB
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						CDO
22-SAT						Off
23-SUN						Off
24-MON	7:45	12:04				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:00	12:17			4hrs	4hrs
26-WED	8:00	12:20	12:21	5:19		8hrs
27-THU	7:56	12:07	12:09		4hrs	4hrs
28-FRI	7:58				8hrs	
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.

SUZETTE B. LINA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President
Office of the Vice President for Academic Affairs

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