

DAILY TIME RECORD  
OPPUS, BEATRIZ NICOLLE A.  
(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	6:45	12:00	1:00	5:00		8hrs
2-THU	7:09	12:54	12:55	5:12		8hrs
3-FRI	8:04	12:27	12:28	5:10	4mins	7hrs 56mins
4-SAT						Off
5-SUN						Off
6-MON	8:01	12:52	12:54	5:07	1min	7hrs 59mins
7-TUE	8:02	12:40	12:41	5:02	2mins	7hrs 58mins
8-WED	8:06	12:00	1:00	5:35	6mins	7hrs 54mins
9-THU	7:27	12:11	12:13	5:12		8hrs
10-FRI	7:47	12:21	12:22	5:04		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:40	12:41	5:28		9hrs 26mins
14-TUE	7:52	12:51	12:52	5:00		9hrs 7mins
15-WED	8:02	12:14	12:55	5:07		8hrs 24mins
16-THU	7:57	12:13	12:16	5:08		9hrs 8mins
17-FRI	7:59	12:00	1:00	5:13		8hrs 14mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:02	12:49	12:50	5:15	2mins	7hrs 58mins
22-WED						OB
23-THU	7:09	12:37	12:39	5:10		8hrs
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON	6:38	12:16	12:17	5:12		8hrs
28-TUE	7:57	12:11	12:13	5:07		8hrs
29-WED	7:13	12:00	1:00	5:04		8hrs
30-THU						OB
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.

BEATRIZ NICOLLE A. OPPUS

VERIFIED as to prescribed office hours

JOHN CHRISTIAN L. GAVIOLA  
Department Head  
Department of Civil Engineering

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