

DAILY TIME RECORD
GARDUCE, CLAUDETTE MELI HOFF E.
(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						Absent
6-THU						Absent
7-FRI						SLP
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE		12:00	12:06	5:02	4hrs	4hrs
12-WED	7:58	12:00	12:04	5:00		8hrs
13-THU	7:58	12:01	12:05		4hrs	4hrs
14-FRI	7:59				8hrs	
15-SAT						Off
16-SUN						Off
17-MON	7:58	12:58	1:00	5:02		8hrs
18-TUE	7:59	12:00	12:06	5:13		8hrs
19-WED		12:55	12:59	5:20	4hrs	4hrs
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:52				8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED				5:05	8hrs	
27-THU						Absent
28-FRI						Absent
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.

CLAUDETTE MELI HOFF E. GARDUCE

VERIFIED as to prescribed office hours

MIKE LAURENCE V. LUMEN

Department Head
University Integrated Media and Public Affairs

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