

DAILY TIME RECORD  
BORNIAS, EUTQUIO B.  
(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	5:34	10:46	2:19	6:55	5mins	7hrs 55mins
2-TUE	5:00	11:02	2:43	7:11		8hrs
3-WED	5:20	11:29	2:24	7:10		8hrs
4-THU	5:14	11:54	12:37	7:14		8hrs
5-FRI	5:15	11:12	2:04	7:09		8hrs
6-SAT						Off
7-SUN						Off
8-MON	5:11	11:45	2:36	6:48	12mins	7hrs 48mins
9-TUE	5:01	11:27	2:31	7:05		8hrs
10-WED	5:00	11:08	12:32	6:43	17mins	7hrs 43mins
11-THU	5:23	10:26	2:52	7:33		8hrs
12-FRI	5:04	10:59	2:19	7:05		8hrs
13-SAT						Off
14-SUN						Off
15-MON	5:19	11:42	2:09	7:11		8hrs
16-TUE	5:15	10:51	2:37	7:21		8hrs
17-WED	5:30	11:02	2:29	7:02		8hrs
18-THU	5:15	11:40	1:54	7:06		8hrs
19-FRI	5:18	11:38	12:48	6:43	17mins	7hrs 43mins
20-SAT						Off
21-SUN						Off
22-MON	5:22	12:00				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	6:59	11:05	2:30	7:05	59mins	7hrs 1min
24-WED	5:22	11:06	1:46	6:57	3mins	7hrs 57mins
25-THU	5:30	11:14	2:23			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	5:20	11:34	2:17	6:44	16mins	7hrs 44mins
30-TUE	5:18	11:12	2:30	7:10		8hrs

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.

EUTQUIO B. BORNIAS

VERIFIED as to prescribed office hours

CHERYL C. BATISTEL  
Department Head  
Department of Biological Sciences

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