

DAILY TIME RECORD
ANDUYAN, CAROLINE 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	7:56	12:07	12:09	5:08		8hrs
2-TUE	8:04	12:21	12:23	5:26	4mins	7hrs 56mins
3-WED	7:36	12:11	12:14	5:09		8hrs
4-THU	7:41	12:03	12:05	5:05		8hrs
5-FRI	7:44	12:03	12:05	5:04		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:08	12:22	12:25	5:02	8mins	7hrs 52mins
9-TUE	8:06	12:08	12:10	5:04	6mins	7hrs 54mins
10-WED	7:38	12:08	12:10	5:08		8hrs
11-THU	7:55	12:07	12:08	5:05		8hrs
12-FRI			12:11	5:09		4hrs (CTO half day)
13-SAT						Off
14-SUN						Off
15-MON	7:47	12:24	12:25	5:08		8hrs
16-TUE						SL
17-WED	8:01	12:03	12:05	5:09	1min	7hrs 59mins
18-THU	7:45	12:13	12:15	5:50		8hrs
19-FRI	7:46	12:14	12:15	7:27		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:56	12:35				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	8:41	12:06	12:07	5:08	41mins	7hrs 19mins
24-WED	7:58	12:08	12:10	5:03		8hrs
25-THU	8:38	12:11	12:12	1:12		3hrs 34mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:07	12:08	5:04		8hrs
30-TUE	7:25	12:04	12:07	5:06		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.

CAROLINE B. ANDUYAN

VERIFIED as to prescribed office hours

HAZELLE V. ASALDO
Department Head
BOR & University Secretary

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