

DAILY TIME RECORD  
ANDUYAN, CAROLINE 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						SEL
6-THU	7:58	12:00	1:00	5:00		8hrs
7-FRI	7:56	12:00	1:00	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED						SEL
13-THU						SEL
14-FRI						SL
15-SAT						Off
16-SUN						Off
17-MON	8:05	12:07	12:09	5:18	5mins	7hrs 55mins
18-TUE	8:12	12:05	12:08	5:05	12mins	7hrs 48mins
19-WED	7:42	12:07	12:10	5:07		8hrs
20-THU	7:57	12:05	12:09	5:14		8hrs
21-FRI	7:52	12:04	12:07	5:07		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:53	12:23				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:56	12:08	12:11	5:34		8hrs
26-WED	7:35	12:05	12:10	9:09		8hrs
27-THU	7:59	12:03	12:05	5:14		8hrs
28-FRI	7:55	12:04	12:10	5:12		8hrs
29-SAT	8:14	12:00	1:00	5:32		8hrs 18mins
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.

CAROLINE B. ANDUYAN

VERIFIED as to prescribed office hours

HAZELLE V. ASALDO  
Department Head  
BOR & University Secretary

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