

DAILY TIME RECORD
AURE, MA. RACHEL KIM L.

(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						Absent
2-THU	7:57	12:27	12:28	5:22		8hrs
3-FRI	7:58	12:18		5:24	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	7:49	12:13	12:14	5:32		8hrs
7-TUE		12:12	12:15	5:27	4hrs	4hrs
8-WED		12:32	12:34	5:25	4hrs	4hrs
9-THU						Absent
10-FRI						SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:09	12:12	5:11		9hrs 12mins
14-TUE	7:57	12:14	12:18	5:08		9hrs 7mins
15-WED	7:55	12:05	12:10	5:57		9hrs 57mins
16-THU	7:56	12:11	12:11	5:22		9hrs 26mins
17-FRI	7:57	12:09	12:11	5:13		9hrs 14mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE		12:13	12:14	5:05	4hrs	4hrs
22-WED	7:57	12:29	12:51	5:01		8hrs
23-THU	7:55	12:01	12:08	5:28		8hrs
24-FRI	7:57	12:07	12:09	5:08		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:09	12:10	5:47		8hrs
28-TUE	7:58	12:08	12:11	5:08		8hrs
29-WED				5:25	8hrs	
30-THU						Absent
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.

MA. RACHEL KIM L. AURE

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President
Office of the Vice President for Academic Affairs

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