

DAILY TIME RECORD  
AURE, MA. RACHEL KIM L.  
(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						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE				5:20	8hrs	
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:57	12:11	12:12	5:16		8hrs
18-TUE	7:55	12:16	12:17	5:38		8hrs
19-WED				5:43	8hrs	
20-THU		12:10	12:12	6:04	4hrs	4hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:51	12:22	12:23	6:02		8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE				5:35	8hrs	
26-WED						Absent
27-THU						Absent
28-FRI						SEL
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.

MA. RACHEL KIM L. AURE

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs

DAILY TIME RECORD  
AURE, MA. RACHEL KIM L.  
(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						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE				5:20	8hrs	
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:57	12:11	12:12	5:16		8hrs
18-TUE	7:55	12:16	12:17	5:38		8hrs
19-WED				5:43	8hrs	
20-THU		12:10	12:12	6:04	4hrs	4hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:51	12:22	12:23	6:02		8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE				5:35	8hrs	
26-WED						Absent
27-THU						Absent
28-FRI						SEL
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.

MA. RACHEL KIM L. AURE

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President  
Office of the Vice President for Academic Affairs