

DAILY TIME RECORD
CABASE, MICHELLE AUBREY D.

(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	8:00	12:00	1:00	5:00		8hrs
2-THU	7:59	12:05	12:30	5:40		8hrs
3-FRI	6:55	12:10	12:43	5:52		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	7:02	12:02	12:30	5:12		8hrs
8-WED	8:01	12:15	1:04	5:10	5mins	7hrs 55mins
9-THU	7:59	12:22	12:42	5:14		8hrs
10-FRI	7:05	12:17	12:45	5:05		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:07	12:06	12:37	5:25		8hrs 47mins
14-TUE	7:59	12:27	12:28	5:12		9hrs 12mins
15-WED	8:00	12:09	12:15	5:17		9hrs 11mins
16-THU						CDO
17-FRI	8:01	12:35	12:59	5:34		9hrs 9mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:07	12:31	12:54	5:20	7mins	7hrs 53mins
22-WED	8:02	12:00	12:47	5:18	2mins	7hrs 58mins
23-THU	7:57	12:21	12:28	5:06		8hrs
24-FRI	7:03	12:35	12:35	5:51		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:13	12:35	12:45	5:34		8hrs
28-TUE	6:09	12:03	12:06	9:16		8hrs
29-WED	8:00	12:11	12:11	7:47		8hrs
30-THU	6:53	12:24	12:26	9:24		8hrs
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.

MICHELLE AUBREY D. CABASE

VERIFIED as to prescribed office hours

LEMUEL S. PRECIADOS

Department Head
Department of Economics

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