

DAILY TIME RECORD
NAPOLLES, HOMER LOIS P.
(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	7:55	12:10	12:12	5:00		8hrs
6-THU	8:00	12:00	1:00	5:00		8hrs
7-FRI	7:59	12:02	12:05	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:35	12:03	12:26	5:07	35mins	7hrs 25mins
12-WED	8:36	12:06	12:08	5:02	36mins	7hrs 24mins
13-THU	9:01	12:05	12:09	5:03	1hr 1min	6hrs 59mins
14-FRI			1:00	5:05	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON			1:03	5:11	4hrs 3mins	3hrs 57mins
18-TUE	8:02	12:04	12:09	5:13	2mins	7hrs 58mins
19-WED			12:51	5:06	4hrs	4hrs
20-THU			1:01	5:03	4hrs 1min	3hrs 59mins
21-FRI	9:07	12:11	12:12	5:13	1hr 7mins	6hrs 53mins
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:29	12:06	12:10	5:04	29mins	7hrs 31mins
26-WED	8:25	12:07	12:13	5:24	25mins	7hrs 35mins
27-THU						SEL
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.

HOMER LOIS P. NAPOLLES

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA

Department Head
University Registrar

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