

DAILY TIME RECORD  
NAPOLES, HOMER LOIS P.

(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						SL
2-THU			1:25	5:05	4hrs 25mins	3hrs 35mins
3-FRI			1:00	5:32	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	8:56	12:03	12:18	5:04	56mins	7hrs 4mins
7-TUE			12:58	5:07	4hrs	4hrs
8-WED						SL
9-THU	8:39	12:08	12:10	6:15	39mins	7hrs 21mins
10-FRI	9:09	12:00	12:44			2hrs 51mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON			12:59	5:52	4hrs	4hrs
14-TUE	9:30	12:02	12:16	5:47	1hr 30mins	6hrs 30mins
15-WED			12:58	5:12	4hrs	4hrs
16-THU	8:39	12:01	12:15	5:09	39mins	7hrs 21mins
17-FRI			12:15	5:08	4hrs	4hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE			1:07	5:13	4hrs 7mins	3hrs 53mins
22-WED	9:04	12:55			5hrs 4mins	2hrs 56mins
23-THU			12:57	5:03	4hrs	4hrs
24-FRI			12:58	5:14	4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON	8:55	12:02	12:06	5:10	55mins	7hrs 5mins
28-TUE						SL
29-WED						SL
30-THU	8:02	12:12	12:16	6:10	2mins	7hrs 58mins
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.

HOMER LOIS P. NAPOLES

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA

Department Head  
University Registrar

DAILY TIME RECORD  
NAPOLES, HOMER LOIS P.

(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						SL
2-THU			1:25	5:05	4hrs 25mins	3hrs 35mins
3-FRI			1:00	5:32	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	8:56	12:03	12:18	5:04	56mins	7hrs 4mins
7-TUE			12:58	5:07	4hrs	4hrs
8-WED						SL
9-THU	8:39	12:08	12:10	6:15	39mins	7hrs 21mins
10-FRI	9:09	12:00	12:44			2hrs 51mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON			12:59	5:52	4hrs	4hrs
14-TUE	9:30	12:02	12:16	5:47	1hr 30mins	6hrs 30mins
15-WED			12:58	5:12	4hrs	4hrs
16-THU	8:39	12:01	12:15	5:09	39mins	7hrs 21mins
17-FRI			12:15	5:08	4hrs	4hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE			1:07	5:13	4hrs 7mins	3hrs 53mins
22-WED	9:04	12:55			5hrs 4mins	2hrs 56mins
23-THU			12:57	5:03	4hrs	4hrs
24-FRI			12:58	5:14	4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON	8:55	12:02	12:06	5:10	55mins	7hrs 5mins
28-TUE						SL
29-WED						SL
30-THU	8:02	12:12	12:16	6:10	2mins	7hrs 58mins
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.

HOMER LOIS P. NAPOLES

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA

Department Head  
University Registrar