

DAILY TIME RECORD
CAPUNO, CHRISTELLE VENUS F.
(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	7:47	12:05	12:07	5:11		8hrs
2-THU	7:57	12:16	12:18	5:04		8hrs
3-FRI	7:54	12:06	12:15	5:02		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:56	12:09	12:11	5:03		8hrs
7-TUE	7:52	12:27	12:30	5:01		8hrs
8-WED						VL
9-THU						VL
10-FRI						VL
11-SAT						Off
12-SUN						Off
13-MON						VL
14-TUE						VL
15-WED						VL
16-THU						VL
17-FRI						VL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						SL
22-WED						SL
23-THU						SL
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON						VL
28-TUE						VL
29-WED						VL
30-THU						VL
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.

CHRISTELLE VENUS F. CAPUNO

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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19-SUN						Off
20-MON						Holiday
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22-WED						SL
23-THU						SL
24-FRI						SL
25-SAT						Off
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27-MON						VL
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