

DAILY TIME RECORD  
CAINTIC, PAULINE S.  
(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						EDL
2-TUE						EDL
3-WED						EDL
4-THU	8:03	12:13	12:14	5:12	3mins	7hrs 57mins
5-FRI	8:07	12:03	12:05	5:12	7mins	7hrs 53mins
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:02	12:03	5:07		8hrs
9-TUE	7:56	12:08	12:09	5:10		8hrs
10-WED	7:28	12:21	12:22	5:08		8hrs
11-THU	7:57	12:30	12:31	5:05		8hrs
12-FRI						CDO
13-SAT						Off
14-SUN						Off
15-MON	7:50	12:04	12:05	5:07		8hrs
16-TUE	7:48	12:07	12:08	5:09		8hrs
17-WED	7:22	12:05	12:07	5:10		8hrs
18-THU	7:33	12:39	12:40	5:11		8hrs
19-FRI	7:46	12:07	12:08	5:07		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:54	12:00	12:05	2:33		5hrs 33mins SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:45	12:00	7:45			4hrs (SLP half day)
24-WED	7:01	12:00	12:05	5:10		8hrs
25-THU	8:00	12:15	12:18			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:44	12:34	12:36	5:10		8hrs
30-TUE	7:58	12:04	12:05	5:10		8hrs

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.

PAULINE S. CAINTIC

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head  
Visayas Consortium for Agri. & Resources Program

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