

DAILY TIME RECORD

CAINTIC, PAULINE S.

(NAME)

For the month of  
August 1 - 31, 2025

Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:48	12:20	12:21	5:08		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:47	12:00	12:04	5:04		8hrs
5-TUE	8:01	12:01	12:53	5:02	1min	7hrs 59mins
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON						OB
12-TUE	8:01	12:05	12:10	5:55	1min	7hrs 59mins
13-WED	7:48	12:02	12:04	8:06		8hrs
14-THU	7:55	12:37	12:38	5:13		8hrs
15-FRI	7:56	12:02	12:03	5:09		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:39	12:15	12:17	5:11		8hrs
19-TUE						CDO
20-WED	6:57	12:01	12:02	5:10		8hrs
21-THU						Holiday
22-FRI	7:50	12:00	1:00	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDE 12:01 am 11:59 pm
27-WED						(SLP half day)
						SUSPENDE 12:01 am 12:00 pm
28-THU						EDL
29-FRI						EDL
30-SAT						Off
31-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.

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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