

DAILY TIME RECORD  
CARDAÑO, CHINELO M.  
(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	7:36	12:26	1:00	5:21		8hrs
2-THU	7:39	12:03	12:49	6:53		8hrs
3-FRI	7:36	12:00	12:59	6:33		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:59		12:55	6:12	43mins	5hrs 17mins OB 10:00 AM - 12:30 PM
14-TUE	8:00	12:33	12:33	6:22		10hrs 22mins
15-WED	8:02	12:07	1:14	5:31		8hrs 22mins
16-THU	8:02				8hrs	
17-FRI	8:01	12:01	12:45	5:28		8hrs 43mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:53	12:29	12:35	6:02		8hrs
22-WED	7:36	1:01	1:01	5:30	1min	7hrs 59mins
23-THU						WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027
24-FRI	7:56	12:17	12:51	6:24		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:33	12:02	12:19	6:10		8hrs
28-TUE	7:29	1:01	1:01	5:55	1min	7hrs 59mins
29-WED	7:49	12:08	12:24	6:19		8hrs
30-THU	7:38	12:17	12:57	5:19		8hrs
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.

CHINELO M. CARDANO

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head  
Office of the Vice President for Research, Extension and Innovation

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