

DAILY TIME RECORD
CAGASAN, ULYSSES A.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	7:00	1:00	2:00	5:00		9hrs
6-THU	7:00	12:00	1:00	5:00		9hrs
7-FRI	7:00	12:00				4hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:00	1:00	2:00	5:00		9hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	6:52	12:02	12:04	4:57	3mins	8hrs 57mins
26-WED	7:00	1:00	1:47	5:04		9hrs
27-THU	7:00	12:48	1:00	5:15		9hrs
28-FRI	7:02	12:21			2mins	3hrs 58mins
29-SAT						Off
30-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.

ULYSSES A. CAGASAN

VERIFIED as to prescribed office hours

LUZ G. ASIO
Department Head
Department of Agronomy

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