

DAILY TIME RECORD
COME, RENEZITA S.
(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	8:00	12:00	1:00	5:00		8hrs SUSPENDED 8:00 am 5:00 pm
4-TUE	8:00	12:00	1:00	5:00		8hrs SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:00	1:00	5:00		8hrs
6-THU	8:00	12:00	1:00	5:00		8hrs
7-FRI	8:00	12:00	1:00	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:00	12:00	1:00	5:00		8hrs SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU	8:00	12:52	12:52		4hrs	4hrs
14-FRI	8:00	12:37	12:37	5:49		8hrs
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE						SEL
19-WED						SEL
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:51	12:49	8:00			4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:00	12:39	12:39		4hrs	4hrs
26-WED	8:00	12:18	12:18	5:36		8hrs
27-THU	8:00	12:17	12:17	5:50		8hrs
28-FRI	8:00	12:00		6:03	4hrs	4hrs
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.

RENEZITA S. COME

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO
Vice President
Office of the Vice President for Academic Affairs

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