

DAILY TIME RECORD
CAINTIC, JOIE PROCESO 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	12:00	7:01				7hrs
2-SAT	6:59	3:02				8hrs
3-SUN	6:59	3:01				8hrs
4-MON						Off
5-TUE	6:59	12:12			2hrs 48mins	5hrs 12mins
6-WED			2:59	11:03		8hrs
7-THU			3:00	11:01		8hrs
8-FRI						Off
9-SAT	6:58	3:01				8hrs
10-SUN			2:59	11:01		8hrs
11-MON						Off
12-TUE						Off
13-WED						Absent
14-THU			2:57	11:03		8hrs
15-FRI			10:52	11:59		1hr
16-SAT	12:00	7:07				7hrs
17-SUN	6:54	3:01				8hrs
18-MON			3:00	11:01		8hrs
19-TUE			10:52	11:59		1hr
20-WED	12:00	7:03				7hrs
21-THU			2:57		8hrs	
22-FRI		5:30				
23-SAT			2:57	11:02		8hrs
24-SUN						Off
25-MON	6:50	3:01				8hrs
26-TUE						Off
27-WED						Off
28-THU						Off
29-FRI			10:56	11:59		1hr
30-SAT	12:00	7:01				7hrs
31-SUN	6:59	3:01				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.

JOIE PROCESO S. CAINTIC

VERIFIED as to prescribed office hours

ELWIN JAY V. YU
Department Head
University Health Services

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