

DAILY TIME RECORD
PACADA, NEVIN A. SR.

(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	7:56	12:02	12:06	5:07		8hrs
2-THU	7:54	12:07	12:15	5:12		8hrs
3-FRI	7:53	12:08	12:12	5:08		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:04	12:11	5:16		8hrs
7-TUE	7:58	12:06	12:12	6:13		8hrs
8-WED	7:59	12:02	12:08	5:29		8hrs
9-THU	8:03	12:09	12:19	5:26	3mins	7hrs 57mins
10-FRI	7:59	12:01	12:04	5:24		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:12	12:08	12:11	5:40	12mins	7hrs 48mins
14-TUE	7:45	12:05	12:08	5:18		8hrs
15-WED	7:59	12:10	12:12	5:24		8hrs
16-THU	8:07	12:02	12:09	5:26	7mins	7hrs 53mins
17-FRI	7:53	12:05	12:10	6:28		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:16	12:12	12:16	5:39		9hrs 19mins
21-TUE	8:08	12:03	12:10	5:15	8mins	7hrs 52mins
22-WED	8:07	12:06	12:09	5:27	7mins	7hrs 53mins
23-THU	7:58	12:01	12:08	5:13		8hrs
24-FRI	7:59	12:19	12:33	5:45		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:07	12:25	12:32	5:23	7mins	7hrs 53mins
28-TUE	8:13	12:00	12:06	5:13	13mins	7hrs 47mins
29-WED	7:58	12:07	12:11	5:20		8hrs
30-THU	8:16	12:11	12:29	5:00	16mins	7hrs 44mins
31-FRI	8:53	12:34	12:37			3hrs 41mins

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.

NEVIN A. PACADA SR.

VERIFIED as to prescribed office hours

JENEFER B. JAYME

Department Head
VSU Cebu Office

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