

DAILY TIME RECORD  
REGIS, BERNALOU A.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:06	12:42	12:46	5:05	6mins	7hrs 54mins
2-TUE	8:15	12:35	12:34	5:05	15mins	7hrs 45mins
3-WED	8:32	12:56	1:00	5:07	32mins	7hrs 28mins
4-THU	8:35	12:06	12:07	5:07	35mins	7hrs 25mins
5-FRI	8:00	12:18	12:19	5:04		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:20	12:51	12:52	5:06	20mins	7hrs 40mins
9-TUE	8:16	12:06	12:55	5:10	16mins	7hrs 44mins
10-WED	8:10	12:51	12:54	5:06	10mins	7hrs 50mins
11-THU	8:36	12:01	12:40	5:50	36mins	7hrs 24mins
12-FRI	8:00	12:38	12:39	5:10		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:25	12:13	1:07	5:15	32mins	7hrs 28mins
16-TUE	8:12	12:39	12:52	5:10	12mins	7hrs 48mins
17-WED	8:15	12:55	12:56	5:02	15mins	7hrs 45mins
18-THU	8:10	12:15	12:26	6:05	10mins	7hrs 50mins
19-FRI	8:10	12:42	12:43	5:23	10mins	7hrs 50mins
20-SAT						Off
21-SUN						Off
22-MON	8:01	12:35				3hrs 59mins SUSPENDED 12:01 pm 11:59 pm
23-TUE	8:36	12:42	12:45	5:06	36mins	7hrs 24mins
24-WED	8:15	12:15	12:22	6:29	15mins	7hrs 45mins
25-THU	8:39	12:01	12:07			3hrs 21mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:39	12:11	12:56	5:04	39mins	7hrs 21mins
30-TUE	8:40	12:45	1:00	6:34	40mins	7hrs 20mins

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.

BERNALOU A. REGIS

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology and Environmental Science

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