

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<br>SUSPENDED<br>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<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 26-FRI |      |       |       |      |        | SUSPENDED<br>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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