

DAILY TIME RECORD  
CARDANO, CHINELO M.  
(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						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:55	1:00	1:00	5:00		8hrs
18-TUE	7:58	12:02	12:59	5:03		8hrs
19-WED				5:12	8hrs	
20-THU	8:03		12:58	5:01	4hrs	4hrs
21-FRI		12:08			8hrs	
22-SAT						Off
23-SUN						Off
24-MON		12:23			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:57	12:13	12:47	6:34		8hrs
26-WED	7:45			9:07	8hrs	
27-THU	7:52	12:05	12:22	6:55		8hrs
28-FRI	7:51	11:56	12:51	6:43	4mins	7hrs 56mins
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.

CHINELO M. CARDANO

VERIFIED as to prescribed office hours

SANTIAGO T. PENA JR.

Department Head  
Office of the Vice President for Research, Extension and Innovation

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