

DAILY TIME RECORD
MERCADO, CLARA P.

(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	7:58				8hrs	SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU			12:01		8hrs	
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE		12:01	12:02	5:54	4hrs	4hrs
12-WED	8:01	12:00	12:07	5:14	1min	7hrs 59mins
13-THU	8:00	12:00	12:02	5:23		8hrs
14-FRI		12:07	12:09	5:44	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON	7:59	12:01	12:07	5:33		8hrs
18-TUE	7:56	12:02	12:07	5:49		8hrs
19-WED						SEL
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON		12:01			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:50	12:14	12:16	6:06		8hrs
26-WED	7:56	12:01	12:05	5:40		8hrs
27-THU						Absent
28-FRI						Absent
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.

CLARA P. MERCADO

VERIFIED as to prescribed office hours

ELWIN JAY V. YU

Department Head
University Health Services

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