

DAILY TIME RECORD
GIOMAN, RANILO V. 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 | 6:22 | 12:05 | 12:15 | 5:03 | | 8hrs |
| 2-THU | 7:19 | 12:00 | 1:00 | 5:03 | | 8hrs |
| 3-FRI | 1:41 | 12:13 | 12:16 | 5:02 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | 4:58 | 11:59 | | 7hrs 1min |
| 6-MON | 6:06 | 12:04 | 12:06 | 5:01 | | 8hrs |
| 7-TUE | 7:21 | 12:04 | 12:05 | 5:00 | | 8hrs |
| 8-WED | 7:40 | 12:05 | 12:07 | 5:00 | | 8hrs |
| 9-THU | 6:44 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 10-FRI | 7:01 | 12:03 | 12:04 | 5:01 | | 8hrs |
| 11-SAT | 7:57 | 12:45 | 12:46 | 6:56 | | 10hrs 58mins |
| 12-SUN | | | | | | Off |
| 13-MON | 7:38 | 12:03 | 12:04 | 5:02 | | 8hrs |
| 14-TUE | 6:53 | 12:28 | 12:30 | 5:01 | | 8hrs |
| 15-WED | 7:32 | 12:02 | 12:04 | 5:03 | | 8hrs |
| 16-THU | 7:37 | 12:08 | 12:10 | 5:03 | | 8hrs |
| 17-FRI | 6:08 | 12:05 | 12:50 | 5:17 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | 8:14 | 12:04 | 12:06 | 4:36 | | 8hrs 20mins |
| 20-MON | | | | | | Holiday |
| 21-TUE | 6:50 | 12:00 | 1:00 | 6:24 | | 8hrs |
| 22-WED | 6:27 | 12:02 | 12:05 | 9:14 | | 8hrs |
| 23-THU | 7:23 | 12:02 | 12:06 | 5:01 | | 8hrs |
| 24-FRI | 7:21 | 12:02 | 12:05 | 5:03 | | 8hrs |
| 25-SAT | 9:29 | | | 5:33 | | |
| 26-SUN | | | | | | Off |
| 27-MON | 2:25 | 12:43 | 12:45 | 5:08 | | 8hrs |
| 28-TUE | 7:03 | 12:30 | 12:31 | 5:02 | | 8hrs |
| 29-WED | 6:10 | 12:44 | 12:44 | 5:24 | | 8hrs |
| 30-THU | 2:24 | 12:03 | 12:06 | 5:01 | | 8hrs |
| 31-FRI | 6:35 | 11:44 | | | | 5hrs 9mins |

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.

RANILO V. GIOMAN SR.

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head
Physical Plant Office

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(NAME)

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