

DAILY TIME RECORD
ACILO, VIRGILIO C.

(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	7:49	12:06	12:13	5:01		8hrs
2-THU	7:58	12:06	12:10	4:27	33mins	7hrs 27mins
3-FRI	8:28	12:06	12:09	5:00	28mins	7hrs 32mins
4-SAT						Off
5-SUN						Off
6-MON	9:31	12:01	12:03	5:01	1hr 31mins	6hrs 29mins
7-TUE	8:26	12:16	12:20	5:02	26mins	7hrs 34mins
8-WED			12:59	5:01	4hrs	4hrs
9-THU	8:15	12:04	12:07	5:03	15mins	7hrs 45mins
10-FRI	8:17	12:02	12:04	5:00	17mins	7hrs 43mins
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:13	12:17	5:01		8hrs
14-TUE	7:55	12:01	12:06	5:01		8hrs
15-WED			1:01	5:02	4hrs 1min	3hrs 59mins
16-THU						FL
17-FRI	8:02	12:02	12:03	5:01	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:57	12:03	12:05	5:03		8hrs
22-WED	8:28	12:05	12:07	5:02	28mins	7hrs 32mins
23-THU	8:15	12:07	12:10	5:03	15mins	7hrs 45mins
24-FRI	8:13	12:05	12:09	5:00	13mins	7hrs 47mins
25-SAT						Off
26-SUN						Off
27-MON	8:01	12:00	12:03	5:03	1min	7hrs 59mins
28-TUE	7:54	12:57	1:00	5:03		8hrs
29-WED	8:01	12:02	12:05	5:00	1min	7hrs 59mins
30-THU	8:19	12:07			4hrs 19mins	3hrs 41mins
31-FRI						Holiday

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.

VIRGILIO C. ACILO

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR

Department Head
Records Management and Archives

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