

DAILY TIME RECORD

SOPA, ERIC B.  
(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  | 7:42 | 12:02 | 12:06 | 5:00 |     | 8hrs    |
| 2-THU  | 7:44 | 12:05 | 12:06 | 5:04 |     | 8hrs    |
| 3-FRI  | 7:44 | 12:01 | 12:02 | 5:01 |     | 8hrs    |
| 4-SAT  |      |       |       |      |     | Off     |
| 5-SUN  |      |       |       |      |     | Off     |
| 6-MON  | 7:37 | 12:02 | 12:03 | 5:04 |     | 8hrs    |
| 7-TUE  | 7:45 | 12:04 | 12:05 | 5:01 |     | 8hrs    |
| 8-WED  | 7:51 | 12:10 | 12:11 | 5:15 |     | 8hrs    |
| 9-THU  | 7:47 | 12:03 | 12:04 | 5:01 |     | 8hrs    |
| 10-FRI | 7:36 | 12:03 | 12:04 | 5:02 |     | 8hrs    |
| 11-SAT |      |       |       |      |     | Off     |
| 12-SUN |      |       |       |      |     | Off     |
| 13-MON | 7:49 | 12:06 | 12:08 | 5:01 |     | 8hrs    |
| 14-TUE | 7:36 | 12:03 | 12:04 | 5:04 |     | 8hrs    |
| 15-WED | 7:48 | 12:12 | 12:13 | 5:03 |     | 8hrs    |
| 16-THU | 7:42 | 12:03 | 12:04 | 5:04 |     | 8hrs    |
| 17-FRI | 7:45 | 12:03 | 12:04 | 5:05 |     | 8hrs    |
| 18-SAT |      |       |       |      |     | Off     |
| 19-SUN |      |       |       |      |     | Off     |
| 20-MON |      |       |       |      |     | Holiday |
| 21-TUE | 7:46 | 12:00 | 12:01 | 5:24 |     | 8hrs    |
| 22-WED | 7:42 | 12:04 | 12:05 | 5:08 |     | 8hrs    |
| 23-THU | 7:43 | 12:04 | 12:05 | 5:01 |     | 8hrs    |
| 24-FRI | 7:48 | 12:03 | 12:04 | 5:00 |     | 8hrs    |
| 25-SAT |      |       |       |      |     | Off     |
| 26-SUN |      |       |       |      |     | Off     |
| 27-MON | 7:49 | 12:09 | 12:10 | 5:10 |     | 8hrs    |
| 28-TUE |      |       |       |      |     | SLP     |
| 29-WED | 7:54 | 12:05 | 12:06 | 5:02 |     | 8hrs    |
| 30-THU | 7:46 | 12:03 | 12:04 | 5:02 |     | 8hrs    |
| 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.

ERIC B. SOPA

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head  
Motor Pool Services Unit

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