

DAILY TIME RECORD
GARCES, MARK LOUIS L.

(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	7:59	12:00	1:01	5:19	1min	7hrs 59mins
2-THU	8:01	12:19	12:22	5:31	1min	7hrs 59mins
3-FRI	7:52	12:01	12:06	5:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:45	12:27	12:30	5:20		8hrs
7-TUE	7:45	12:13	12:44	5:10		8hrs
8-WED						OB
9-THU	7:46	12:12	12:15	5:35		8hrs
10-FRI	8:01	12:17	1:00	5:00	1min	7hrs 59mins
11-SAT						Off
12-SUN						Off
13-MON	8:04	12:10	12:21	5:11	4mins	7hrs 56mins
14-TUE	7:58	12:13	12:24	5:23		8hrs
15-WED	8:00	12:10	12:26	5:19		8hrs
16-THU	8:01	12:34	12:37	5:13	1min	7hrs 59mins
17-FRI	7:59	12:00	1:00	5:44		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:58	12:43	12:51	5:16		8hrs
22-WED	8:02	12:13	12:38	5:11	2mins	7hrs 58mins
23-THU	7:58	12:25	12:27	5:08		8hrs
24-FRI	8:01	12:56	12:58	5:17	1min	7hrs 59mins
25-SAT						Off
26-SUN						Off
27-MON	8:03	12:04	12:55	5:16	3mins	7hrs 57mins
28-TUE	7:56	12:10	12:59	5:24		8hrs
29-WED	7:01	12:00	12:05	5:08		8hrs
30-THU	8:01	12:07	12:08	5:11	1min	7hrs 59mins
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.

MARK LOUIS L. GARCES

VERIFIED as to prescribed office hours

DOREEN B. ALBA

Department Head
Supply and Property Management

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