

DAILY TIME RECORD  
ESGUERRA, ERLY S.

(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	7:52	12:03	12:04	5:34		8hrs
2-THU	7:51	12:46	12:50	7:21		8hrs
3-FRI	7:51	12:26	12:27	5:45		8hrs
4-SAT	10:38	12:29	12:30	3:58		5hrs 19mins
5-SUN						Off
6-MON	7:15	12:07	12:08	5:28		8hrs
7-TUE	7:45	12:03	12:05	6:14		8hrs
8-WED	7:53	12:09	12:11	7:27		8hrs
9-THU	7:51	12:01	12:08	7:59		8hrs
10-FRI	7:46	12:06	12:09	5:00		8hrs
11-SAT	9:58	12:06	12:07	5:14		7hrs 15mins
12-SUN						Off
13-MON	7:53	12:33	12:33	5:24		8hrs
14-TUE	7:57	12:08	12:10	7:55		8hrs
15-WED	7:09	12:09	12:10	6:08		8hrs
16-THU	8:05	12:06	12:06	8:08	5mins	7hrs 55mins
17-FRI	7:27	12:06	12:08	7:18		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:02	12:23	12:24	5:10	2mins	7hrs 58mins
22-WED	8:05	12:03	12:05	8:46	5mins	7hrs 55mins
23-THU	8:00	12:53	12:54	7:38		8hrs
24-FRI	7:34	12:17	12:18	7:54		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:14	12:16	5:52		8hrs
28-TUE	8:03	12:04	12:06	5:20	3mins	7hrs 57mins
29-WED	7:38	12:07	12:08	5:09		8hrs
30-THU	8:00	12:22	12:25	5:00		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.

ERLY S. ESGUERRA

VERIFIED as to prescribed office hours

ALICIA M. FLORES

Department Head  
Budgeting Office

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