

DAILY TIME RECORD  
FLORES, ALICIA M.  
(NAME)

For the month of  
January 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						Holiday
2-THU	7:54	12:02	12:04	6:14		8hrs
3-FRI	7:55	12:13	12:45	5:27		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:08	12:32	6:14		8hrs
7-TUE	8:01	12:36	12:39	7:08	1min	7hrs 59mins
8-WED	8:00	12:08	12:11	7:15		8hrs
9-THU	8:02	12:26	12:27	7:13	2mins	7hrs 58mins
10-FRI	8:05	12:07	12:08	5:35	5mins	7hrs 55mins
11-SAT	9:03	12:36	12:39	5:00		7hrs 54mins
12-SUN						Off
13-MON	8:02	12:33	12:35	7:22	2mins	7hrs 58mins
14-TUE	8:16	12:20	12:22	5:03	16mins	7hrs 44mins
15-WED	7:50	12:37	12:38	7:29		8hrs
16-THU	8:02	12:03	12:05	7:56	2mins	7hrs 58mins
17-FRI	8:05	12:18	12:20	9:38	5mins	7hrs 55mins
18-SAT			12:35	5:27		4hrs 52mins
19-SUN			1:20	5:01		3hrs 41mins
20-MON	7:58	12:09	12:11	7:13		8hrs
21-TUE	8:02	12:08	12:11	7:16	2mins	7hrs 58mins
22-WED	8:00	12:44	12:46	9:13		8hrs
23-THU	8:08	12:03	12:05	5:27	8mins	7hrs 52mins
24-FRI	8:06	12:42	12:43	7:05	6mins	7hrs 54mins
25-SAT						Off
26-SUN						Off
27-MON	8:07	12:31	12:32	7:17	7mins	7hrs 53mins
28-TUE	8:00	12:20	12:22	5:30		8hrs
29-WED	9:59	12:13	12:15	3:28		5hrs 27mins
30-THU						SLP
31-FRI	8:06	12:28	12:30	5:34	6mins	7hrs 54mins

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.

ALICIA M. FLORES

VERIFIED as to prescribed office hours

LOUELLA C. AMPAC  
Department Head  
Finance Management Office

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LOUELLA C. AMPAC  
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