

DAILY TIME RECORD

FLORES, ALICIA M.

(NAME)

For the month of
February 1 - 28, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:55	12:05	12:07	6:36		8hrs
4-TUE	8:01	12:11	12:13	5:31	1min	7hrs 59mins
5-WED	8:00	12:38	12:40	6:02		8hrs
6-THU	7:59	12:19	12:22	5:33		8hrs
7-FRI	7:56	12:42	12:45	5:34		8hrs
8-SAT	8:34	12:39	12:45	5:20		8hrs 40mins
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:53	12:26	12:31	6:03		8hrs
12-WED	7:59	12:04	12:06	5:49		8hrs
13-THU						SLP
14-FRI						SLP
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:42	12:44	7:02		8hrs
18-TUE	7:46	12:09	12:12	7:36		8hrs
19-WED	7:47	12:38	12:40	6:12		8hrs
20-THU	7:53	12:02	12:04	5:00		8hrs
21-FRI						SL
22-SAT						Off
23-SUN						Off
24-MON	7:59	12:45	12:48	7:13		8hrs
25-TUE	7:59	12:00	12:02	6:11		8hrs
26-WED	7:58	12:40	12:47	7:13		8hrs
27-THU	7:57	12:10	12:12	7:07		8hrs
28-FRI	7:57	12:30	12:33	5:52		8hrs

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

DAILY TIME RECORD

FLORES, ALICIA M.

(NAME)

For the month of
February 1 - 28, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:55	12:05	12:07	6:36		8hrs
4-TUE	8:01	12:11	12:13	5:31	1min	7hrs 59mins
5-WED	8:00	12:38	12:40	6:02		8hrs
6-THU	7:59	12:19	12:22	5:33		8hrs
7-FRI	7:56	12:42	12:45	5:34		8hrs
8-SAT	8:34	12:39	12:45	5:20		8hrs 40mins
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:53	12:26	12:31	6:03		8hrs
12-WED	7:59	12:04	12:06	5:49		8hrs
13-THU						SLP
14-FRI						SLP
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:42	12:44	7:02		8hrs
18-TUE	7:46	12:09	12:12	7:36		8hrs
19-WED	7:47	12:38	12:40	6:12		8hrs
20-THU	7:53	12:02	12:04	5:00		8hrs
21-FRI						SL
22-SAT						Off
23-SUN						Off
24-MON	7:59	12:45	12:48	7:13		8hrs
25-TUE	7:59	12:00	12:02	6:11		8hrs
26-WED	7:58	12:40	12:47	7:13		8hrs
27-THU	7:57	12:10	12:12	7:07		8hrs
28-FRI	7:57	12:30	12:33	5:52		8hrs

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