

DAILY TIME RECORD
FLORES, ALICIA M.
(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:50	12:07	12:08	5:39		8hrs
3-THU	7:53	12:28	12:32	5:05		8hrs
4-FRI						OB
5-SAT						OB
6-SUN						Off
7-MON	7:55	12:34	12:36	7:01		8hrs
8-TUE	7:55	12:33	12:35	6:05		8hrs
9-WED						Holiday
10-THU	7:58	12:19	12:21	7:46		8hrs
11-FRI	8:01	12:18	12:20	5:49	1min	7hrs 59mins
12-SAT						Off
13-SUN			1:22	5:12		3hrs 50mins
14-MON	7:58	12:29	12:30	6:30		8hrs
15-TUE	7:55	12:35	12:37	7:09		8hrs
16-WED	7:58	12:09	12:11	4:34		7hrs 34mins SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:59	12:30	12:36	5:50		8hrs
22-TUE	7:53	12:30	12:34	6:33		8hrs
23-WED	7:53	12:02	12:29	5:12		8hrs
24-THU	7:51	12:47	12:49	7:02		8hrs
25-FRI	7:45	12:24	12:25	5:30		8hrs
26-SAT	9:54	12:29	12:32	5:59		8hrs 2mins
27-SUN			2:12	5:12		3hrs
28-MON						101ST VSU ANNIVERSARY
29-TUE						OB
30-WED						101ST VSU ANNIVERSARY

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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