

DAILY TIME RECORD  
ESGUERRA, ERLY S.

(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	8:01	12:04	12:06	5:42	1min	7hrs 59mins
4-TUE						FL
5-WED	7:43	12:40	12:42	5:22		8hrs
6-THU	7:54	12:27	12:30	5:10		8hrs
7-FRI						FL
8-SAT	9:16	12:39	12:43	5:05		7hrs 45mins
9-SUN						Off
10-MON			12:57	5:19		4hrs SUSPENDED 8:00 am 11:59 pm
11-TUE	8:06	12:07	12:35	5:50	6mins	7hrs 54mins
12-WED	8:10	12:03	12:32	5:07	10mins	7hrs 50mins
13-THU	7:58	12:08	12:27	5:32		8hrs
14-FRI	7:56	12:37	12:41	5:09		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:27	12:32	5:41		8hrs
18-TUE	7:49	12:36	12:38	5:11		8hrs
19-WED	8:03	12:31	12:34	5:39	3mins	7hrs 57mins
20-THU	8:02	12:36	12:37	5:17	2mins	7hrs 58mins
21-FRI	8:20	12:27	12:28	5:22	20mins	7hrs 40mins
22-SAT						Off
23-SUN						Off
24-MON	7:59	12:32	12:34	5:33		8hrs
25-TUE	7:52	12:00	12:01	5:31		8hrs
26-WED	8:09	12:41	12:46	5:14	9mins	7hrs 51mins
27-THU	7:52	12:29	12:34	5:11		8hrs
28-FRI	8:06	12:34	12:35	5:13	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.

ERLY S. ESGUERRA

VERIFIED as to prescribed office hours

ALICIA M. FLORES

Department Head  
Budgeting Office

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