

DAILY TIME RECORD
BANDALAN, MARCHO P.
(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			12:51	5:01	4hrs	4hrs
2-THU	7:59	12:04	12:05	5:22		8hrs
3-FRI	8:10	12:06	12:07	5:00	10mins	7hrs 50mins
4-SAT						Off
5-SUN						Off
6-MON	7:57	12:02	12:03	5:01		8hrs
7-TUE	7:59	12:01	12:02	5:02		8hrs
8-WED	7:50	12:02			4hrs	4hrs
9-THU	7:53	12:04			4hrs	4hrs
10-FRI	7:57	12:01	12:02	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON			12:58	5:01	4hrs	4hrs
14-TUE	7:59	12:00	12:02	5:34		8hrs
15-WED	8:11	12:02	12:03	5:02	11mins	7hrs 49mins
16-THU	8:04	12:01	12:03	5:02	4mins	7hrs 56mins
17-FRI	8:04	12:22	12:24	5:01	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	8:16	12:00	12:02	5:02	16mins	7hrs 44mins
23-THU	8:00	12:02	12:04	5:00		8hrs
24-FRI	9:19	12:03	12:04	5:02	1hr 19mins	6hrs 41mins
25-SAT						Off
26-SUN						Off
27-MON	6:37	12:00	12:01	5:02		8hrs
28-TUE	9:09	10:47			6hrs 22mins	1hr 38mins
29-WED	8:12	12:08	12:09	5:00	12mins	7hrs 48mins
30-THU	8:01	12:01			4hrs 1min	3hrs 59mins
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.

MARCHO P. BANDALAN

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLORE
Department Head
Records Management and Archives

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