

DAILY TIME RECORD
FLORES, ALICIA M.
(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	7:48	12:03	12:07	5:35		8hrs
2-THU	7:59	12:24	12:26	7:21		8hrs
3-FRI	7:58	12:00	12:24	5:52		8hrs
4-SAT			2:22	5:45		3hrs 23mins
5-SUN			2:39	5:31		2hrs 52mins
6-MON	7:51	12:07	12:19	7:14		8hrs
7-TUE	7:34	12:38	12:40	6:19		8hrs
8-WED	7:50	12:09	12:11	7:57		8hrs
9-THU	7:58	12:49	12:51	7:59		8hrs
10-FRI	8:00	12:41	12:44	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON						SL
14-TUE						FL
15-WED						FL
16-THU						FL
17-FRI						FL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:57	12:09	12:11	5:30		8hrs
22-WED	7:32	12:32	12:34	8:45		8hrs
23-THU	7:53	12:11	12:13	7:03		8hrs
24-FRI	7:57	12:07	12:19	7:18		8hrs
25-SAT			12:53	5:00		4hrs 7mins
26-SUN						Off
27-MON	7:55	12:11	12:47	5:52		8hrs
28-TUE	7:55	12:01	12:04	5:19		8hrs
29-WED	7:55	12:05	12:07	5:19		8hrs
30-THU	7:41	12:22	12:26	5:10		8hrs
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.

ALICIA M. FLORES

VERIFIED as to prescribed office hours

LOUELLA C. AMPAC
Department Head
Finance Management Office

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