

DAILY TIME RECORD
FLORES, ALICIA M.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:54	12:24	12:26	5:26		8hrs
2-TUE	7:53	12:39	12:41	5:24		8hrs
3-WED	7:51	12:09	12:10	5:03		8hrs
4-THU						OB
5-FRI	8:01	12:11	12:12	5:05	1min	7hrs 59mins
6-SAT						Off
7-SUN						Off
8-MON	8:06	12:34	12:37	5:46	6mins	7hrs 54mins
9-TUE	8:00	12:17	12:20	6:17		8hrs
10-WED	7:56	12:06	12:08	5:11		8hrs
11-THU	7:57	12:20	12:21	6:21		8hrs
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:02	12:18	5:40		8hrs
16-TUE	7:58	12:09	12:13	5:21		8hrs
17-WED	7:55	12:04	12:06	5:31		8hrs
18-THU	7:57	12:24	12:28	5:37		8hrs
19-FRI	7:57	12:48	12:50	6:44		8hrs
20-SAT			3:07	5:47		2hrs 40mins
21-SUN						Off
22-MON						OB
23-TUE						OB
24-WED						OB
25-THU						OB
26-FRI						OB
27-SAT						OB
28-SUN						OB
29-MON	8:03	12:40	12:48	6:20	3mins	7hrs 57mins
30-TUE	7:57	12:05	12:07	5:32		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

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