

DAILY TIME RECORD

MARTE, ROMEL R.

(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			3:35	11:59		8hrs
2-THU			3:50	11:59		8hrs
3-FRI						Off
4-SAT			3:43	11:59		8hrs
5-SUN			3:53	11:59		8hrs
6-MON			3:40	11:59		8hrs
7-TUE						Off
8-WED			3:35	11:59		8hrs
9-THU	7:43	12:00	12:01	4:01		8hrs
10-FRI						Off
11-SAT	7:50	12:00	12:01	4:02		8hrs
12-SUN	7:41	12:00	12:01	4:01		8hrs
13-MON	7:49	12:00	12:01	4:02		8hrs
14-TUE						Off
15-WED						Off
16-THU	7:50	12:00	12:01	4:01		8hrs
17-FRI	12:00	8:00				8hrs
18-SAT	12:00	8:05				8hrs
19-SUN	12:00	8:01				8hrs
20-MON	12:00	8:02				8hrs
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED						Off
23-THU	12:00	8:05				8hrs
24-FRI						Off
25-SAT			3:31	11:59		8hrs
26-SUN			3:52	11:59		8hrs
27-MON			3:39	11:59		8hrs
28-TUE						Off
29-WED			3:35	11:59		8hrs
30-THU			3:52	11:59		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.

ROMEL R. MARTE

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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