

DAILY TIME RECORD  
ASILOM, VINCENT PAUL C.

(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	7:39	12:05	12:07	5:36		8hrs
2-THU	7:39	12:02	12:04	7:43		8hrs
3-FRI	7:52	12:25	12:26	6:51		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:40	12:05	12:08	6:11		8hrs
7-TUE	7:54	12:11	12:12	5:45		8hrs
8-WED	7:24	12:05	12:07	5:51		8hrs
9-THU	7:45	12:02	12:04	5:19		8hrs
10-FRI	7:42	12:06	12:08	5:26		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:44	12:04	12:06	5:56		8hrs
14-TUE	7:48	12:12	12:13	5:29		8hrs
15-WED	7:59	12:12	12:14	5:31		8hrs
16-THU	8:02	12:09	12:13	5:05	2mins	7hrs 58mins
17-FRI	8:10	12:04	12:05	5:44	10mins	7hrs 50mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:08	12:15	12:17	5:03	8mins	7hrs 52mins
22-WED	7:50	12:02	12:03	5:05		8hrs
23-THU	7:31	12:41	12:42	5:38		8hrs
24-FRI	7:47	12:23	12:24	6:40		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:04	12:06	5:26		8hrs
28-TUE	7:57	12:16	12:18	5:17		8hrs
29-WED	8:01	12:08	12:10	5:56	1min	7hrs 59mins
30-THU	7:57	12:03	12:07	5:11		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.

VINCENT PAUL C. ASILOM

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head  
Motor Pool Services Unit

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