

DAILY TIME RECORD  
SARVIDA, CLINT 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	7:58	12:03	12:05	5:02		8hrs
2-THU	7:50	12:54	12:55	5:08		8hrs
3-FRI	7:41	12:56	12:57	5:01		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:31	12:24	12:25	5:16		8hrs
7-TUE	8:05	12:09	12:10	5:02	5mins	7hrs 55mins
8-WED	8:16	12:11	12:12	5:03	16mins	7hrs 44mins
9-THU	7:43	12:13	12:14	5:08		8hrs
10-FRI	7:43	12:48	12:49	5:03		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:47	12:14	12:15	5:04		8hrs
14-TUE	8:03	12:14	12:16	5:03	3mins	7hrs 57mins
15-WED	8:09	12:19	12:20	5:02	9mins	7hrs 51mins
16-THU	7:35	12:39	12:40	5:03		8hrs
17-FRI	7:43	12:41	12:42	5:07		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:57	12:16	12:17	5:05		8hrs
22-WED	8:17	12:01	12:03	5:01	17mins	7hrs 43mins
23-THU	7:50	12:10	12:12	5:02		8hrs
24-FRI	7:35	12:56	12:58	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:47	1:01	1:02	5:03	2mins	7hrs 58mins
28-TUE	7:58	12:54	12:55	5:01		8hrs
29-WED	8:08	12:30	12:31	5:06	8mins	7hrs 52mins
30-THU	7:48	12:05	12:07	5:07		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.

CLINT C. SARVIDA

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
General Services Office

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