

DAILY TIME RECORD  
POSAS, HENRY P.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:46	12:00	12:02	4:06		8hrs
2-WED						Off
3-THU						Off
4-FRI	7:22	12:00	12:02	4:02		8hrs
5-SAT	7:29	12:00	12:02	4:02		8hrs
6-SUN	7:19	12:00	12:02	4:02		8hrs
7-MON	7:25	12:00	12:02	4:03		8hrs
8-TUE	7:17	12:00	12:02	4:03		8hrs
9-WED						Off
10-THU						Off
11-FRI						Off
12-SAT	12:00	8:02				8hrs
13-SUN	12:00	8:04				8hrs
14-MON	12:00	8:08				8hrs
15-TUE	12:00	8:02				8hrs
16-WED	12:00	8:02				8hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Off
18-FRI						Off
19-SAT						Off
20-SUN						Off
21-MON			3:21	11:59		8hrs
22-TUE			3:22	11:59		8hrs
23-WED			3:26	11:59		8hrs
24-THU						Off
25-FRI	7:21	12:00	12:02	4:02		8hrs
26-SAT	7:31	12:00	12:02	4:02		8hrs
27-SUN	7:37	12:00	12:02	4:02		8hrs
28-MON	7:33	12:00	12:02	4:08		8hrs
29-TUE	7:13	12:00	12:02	4:02		8hrs
30-WED						101ST VSU ANNIVERSARY

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.

HENRY P. POSAS

VERIFIED as to prescribed office hours

GERALD M. RIVERA  
Department Head  
Security and Safety Services

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