

DAILY TIME RECORD

MARTE, ROMEL R.

(NAME)

For the month of
January 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			3:53	11:59		8hrs
2-THU			3:46	11:59		8hrs
3-FRI			3:55	11:59		8hrs
4-SAT			3:42	11:59		8hrs
5-SUN			3:52	11:59		8hrs
6-MON			3:44	11:59		8hrs
7-TUE						Off
8-WED						Off
9-THU						Off
10-FRI						Off
11-SAT	8:00	12:00	12:01	4:02		8hrs
12-SUN	7:56	12:00	12:01	4:01		8hrs
13-MON						Off
14-TUE	8:00	12:00	12:01	4:01		8hrs
15-WED	7:52	12:00	12:01	4:01		8hrs
16-THU	7:53	12:00	12:01	4:06		8hrs
17-FRI						Off
18-SAT	12:00	8:00				8hrs
19-SUN						Off
20-MON	12:00	8:04				8hrs
21-TUE	12:00	8:00				8hrs
22-WED	12:00	8:04				8hrs
23-THU						Off
24-FRI						Off
25-SAT			3:54	11:59		8hrs
26-SUN			3:53	11:59		8hrs
27-MON			8:41	11:59		8hrs
28-TUE			4:00	11:59		8hrs
29-WED			4:00	11:59		8hrs
30-THU			3:53	11:59		8hrs
31-FRI			3:46	11:59		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.

ROMEL R. MARTE

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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