

DAILY TIME RECORD
MANAGBANAG, ARCHIE B.

(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	12:00	8:00				8hrs
2-THU						Off
3-FRI	12:00	8:05				8hrs
4-SAT	12:00	8:07				8hrs
5-SUN	12:00	8:02				8hrs
6-MON	12:00	8:02				8hrs
7-TUE						FL
8-WED						Off
9-THU			3:55	11:59		8hrs
10-FRI			3:56	11:59		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT			3:51	11:59		8hrs
12-SUN			4:00	11:59		8hrs
13-MON						Off
14-TUE						Off
15-WED			3:58	11:59		8hrs
16-THU			3:59	11:59		8hrs
17-FRI	7:56	12:00	12:01	4:02		8hrs
18-SAT	7:57	12:00	12:01	4:02		8hrs
19-SUN						Off
20-MON						Off
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:45	12:00	12:01	4:02		8hrs
23-THU	7:57	12:00	12:01	4:02		8hrs
24-FRI						Off
25-SAT						Off
26-SUN						Off
27-MON	12:00	8:02				8hrs
28-TUE	12:00	8:02				8hrs
29-WED	12:00	8:04				8hrs
30-THU	12:00	8:02				8hrs
31-FRI						Off

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.

ARCHIE B. MANAGBANAG

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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