

DAILY TIME RECORD
CAORTE, ENRIQUE E. JR.
(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 | | | 3:08 | 11:59 | | 8hrs |
| 2-THU | | | 3:09 | 11:59 | | 8hrs |
| 3-FRI | | | 3:22 | 11:59 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | | 3:12 | 11:59 | | 8hrs |
| 7-TUE | | | 3:21 | 11:59 | | 8hrs |
| 8-WED | | | 2:53 | 11:59 | | 8hrs |
| 9-THU | 7:19 | 12:00 | 12:01 | 4:01 | | 8hrs |
| 10-FRI | 7:27 | 12:00 | 12:01 | 4:00 | | 7hrs 59mins SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:00 | | | 4:01 | | |
| 14-TUE | 7:13 | | | 4:06 | | |
| 15-WED | 7:05 | | | 4:05 | | |
| 16-THU | | | 11:32 | | | |
| 17-FRI | | 8:00 | | | | |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | 11:36 | | | |
| 21-TUE | | | | | | BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS |
| 22-WED | | 8:01 | 11:11 | | | |
| 23-THU | | 8:02 | 11:23 | | | |
| 24-FRI | | 8:01 | | | | |
| 25-SAT | | | | | | Off |
| 26-SUN | | | 3:10 | 11:59 | | |
| 27-MON | | | 3:14 | 11:59 | | |
| 28-TUE | | | 3:15 | | | |
| 29-WED | | 12:01 | 3:23 | 11:59 | | |
| 30-THU | | | 3:09 | | | |
| 31-FRI | | 12:00 | | | | |

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.

ENRIQUE E. CAORTE JR.

VERIFIED as to prescribed office hours

GERALD M. RIVERA
Department Head
Security and Safety Services

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