

DAILY TIME RECORD
MENDOZA, EDILBERTO V.
(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	12:01	4:03	4hrs	4hrs
2-THU	7:26	12:00	12:01	4:04		8hrs
3-FRI						Off
4-SAT						Off
5-SUN	7:42	12:00	12:01	4:10		8hrs
6-MON	6:31	12:00	12:01	4:03		8hrs
7-TUE	7:24	12:00	12:01	4:14		8hrs
8-WED	6:44	12:00	12:01	4:06		8hrs
9-THU	12:00	8:03				8hrs
10-FRI						Off
11-SAT						Off
12-SUN	12:00	8:08				8hrs
13-MON	12:00	8:07				8hrs
14-TUE	12:00	8:23				8hrs
15-WED	12:00	8:08				8hrs
16-THU	12:00	8:28				8hrs
17-FRI						Off
18-SAT						Off
19-SUN						Off
20-MON			3:14	11:59		8hrs
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED			3:21	11:59		8hrs
23-THU			3:34	11:59		8hrs
24-FRI			3:32	11:59		8hrs
25-SAT						Off
26-SUN						Absent
27-MON		12:00	12:01	4:13	4hrs	4hrs
28-TUE		12:00	12:01	4:11	4hrs	4hrs
29-WED	7:16	12:00	12:01	4:10		8hrs
30-THU						Off
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.

EDILBERTO V. MENDOZA

VERIFIED as to prescribed office hours

GERALD M. RIVERA
Department Head
Security and Safety Services

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