

DAILY TIME RECORD

LAO, MARVIN M.

(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						SL
2-THU	7:43	12:02	12:03	5:03		8hrs
3-FRI	8:20	12:57	12:57	6:45	20mins	7hrs 40mins
4-SAT						Off
5-SUN						Off
6-MON	8:17	12:51	12:52	5:06	17mins	7hrs 43mins
7-TUE	8:11	12:37	12:38	5:05	11mins	7hrs 49mins
8-WED	8:48	12:44	12:44	5:03	48mins	7hrs 12mins
9-THU	8:33	12:14	12:14	5:06	33mins	7hrs 27mins
10-FRI	8:11	12:45	12:45	5:04		7hrs 49mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:27	12:13	12:14	5:04	27mins	7hrs 33mins
14-TUE	8:34	12:52	12:52	4:36	34mins	7hrs 26mins
15-WED	8:36	12:51	12:51	5:01	36mins	7hrs 24mins
16-THU	8:32	12:46	12:46	5:01	32mins	7hrs 28mins
17-FRI	8:23	12:31	12:32	5:01	23mins	7hrs 37mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:28	12:57	12:57	5:00	28mins	7hrs 32mins
22-WED	6:56	12:42	12:42	5:00		8hrs
23-THU	7:01	12:55	12:55	5:05		8hrs
24-FRI	8:33	12:55	12:55	6:35	33mins	7hrs 27mins
25-SAT						Off
26-SUN						Off
27-MON	8:12	12:39	12:39	5:02	12mins	7hrs 48mins
28-TUE	8:10	12:43	12:43	5:00	10mins	7hrs 50mins
29-WED	8:21	12:38	12:38	5:01	21mins	7hrs 39mins
30-THU	6:53	12:46	12:46	6:59		8hrs
31-FRI						Holiday

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.

MARVIN M. LAO

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head  
Motor Pool Services Unit

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