

DAILY TIME RECORD
BURLAS, MARLON G.

(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	7:57	12:02	12:15	5:07		8hrs
2-THU	7:48	12:08	12:09	5:17		8hrs
3-FRI	7:58	12:08	12:09	5:08		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:05	12:18	5:07		8hrs
7-TUE						OB
8-WED	8:03	12:04	12:16	5:15	3mins	7hrs 57mins
9-THU						OB
10-FRI	8:03	12:03	12:12	5:41		7hrs 57mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:57	12:30	12:33	5:08		8hrs
14-TUE	7:59	12:00	12:01	5:32		8hrs
15-WED	7:56	12:06	12:07	5:18		8hrs
16-THU						OB
17-FRI	8:10	12:01	12:21	5:16	10mins	7hrs 50mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:55	12:00	12:26	5:05		8hrs
22-WED	7:49	12:04	12:17	5:03		8hrs
23-THU	7:54	12:08	12:11	5:08		8hrs
24-FRI	8:06	12:10	12:15	5:06	6mins	7hrs 54mins
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:03	12:18	5:08		8hrs
28-TUE						OB
29-WED	8:09	12:05	12:18	5:05	9mins	7hrs 51mins
30-THU	8:11	12:01	12:04	5:14	11mins	7hrs 49mins
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.

MARLON G. BURLAS

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO

Department Head
Office of the Vice President for Administration & Finance

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