

**DAILY TIME RECORD**  
**LORETO, RAFFY ANDREW 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	6:20	12:00	12:10	5:05		8hrs
2-THU	7:57	12:25	12:27	5:16		8hrs
3-FRI	7:55	12:09	12:11	5:09		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:48	12:16	12:18	5:08		8hrs
7-TUE	8:09	12:09	12:11	5:37	9mins	7hrs 51mins
8-WED	7:27	12:04	12:06	5:07		8hrs
9-THU						VL
10-FRI	7:54	12:13	12:15	5:02		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:14	12:16	5:23		8hrs
14-TUE	7:48	12:10	12:12	5:16		8hrs
15-WED	8:00	12:06	12:08	5:04		8hrs
16-THU	7:55	12:00	12:59	5:06		8hrs
17-FRI	8:03	12:11	12:13	5:04	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:11	12:15	12:17	5:06	11mins	7hrs 49mins
22-WED	8:05	12:05	12:07	5:09	5mins	7hrs 55mins
23-THU	8:01	12:15	12:17	5:10	1min	7hrs 59mins
24-FRI	8:04	12:27	12:45	5:05	4mins	7hrs 56mins
25-SAT						Off
26-SUN						Off
27-MON						SL
28-TUE	7:52	12:12	12:14	5:13		8hrs
29-WED	8:07	12:08	12:11	5:07	7mins	7hrs 53mins
30-THU	8:13	12:09	12:11	5:07	13mins	7hrs 47mins
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.

**RAFFY ANDREW G. LORETO**

VERIFIED as to prescribed office hours

**MARLON G. BURLAS**  
Department Head  
Physical Plant Office

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