

DAILY TIME RECORD  
CABAÑERO, ELVIN A.  
(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  | 7:49 | 12:00 | 1:00  | 5:02 |       | 8hrs                                   |
| 2-THU  | 7:47 | 12:01 | 12:08 | 5:13 |       | 8hrs                                   |
| 3-FRI  | 7:52 | 12:04 | 12:06 | 5:00 |       | 8hrs                                   |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:46 | 12:10 | 12:11 | 5:00 |       | 8hrs                                   |
| 7-TUE  | 7:57 | 12:37 | 12:38 | 5:02 |       | 8hrs                                   |
| 8-WED  | 7:53 | 12:01 | 12:08 | 5:02 |       | 8hrs                                   |
| 9-THU  | 7:54 | 12:02 | 12:06 | 5:03 |       | 8hrs                                   |
| 10-FRI | 8:00 | 12:09 | 12:10 |      |       | 4hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 7:50 | 12:01 | 12:08 | 5:05 |       | 8hrs                                   |
| 14-TUE | 8:07 | 12:00 | 12:10 | 5:02 | 7mins | 7hrs 53mins                            |
| 15-WED | 7:51 | 12:02 | 12:04 | 5:03 |       | 8hrs                                   |
| 16-THU | 7:56 | 12:01 | 12:07 | 5:00 |       | 8hrs                                   |
| 17-FRI | 8:01 | 12:01 | 12:03 | 5:01 | 1min  | 7hrs 59mins                            |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 7:52 | 12:00 | 12:01 | 5:00 |       | 8hrs                                   |
| 22-WED | 7:25 | 12:00 | 12:04 | 5:01 |       | 8hrs                                   |
| 23-THU | 7:58 | 12:04 | 12:08 | 5:03 |       | 8hrs                                   |
| 24-FRI | 7:50 | 12:00 | 12:07 | 5:01 |       | 8hrs                                   |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 7:41 | 12:04 | 12:07 | 5:04 |       | 8hrs                                   |
| 28-TUE | 8:07 | 12:08 | 12:14 | 5:07 | 7mins | 7hrs 53mins                            |
| 29-WED | 7:56 | 12:01 | 12:06 | 5:04 |       | 8hrs                                   |
| 30-THU | 8:00 |       |       |      | 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.

ELVIN A. CABAÑERO

VERIFIED as to prescribed office hours

MARCELO T. ABRERA JR.  
Department Head  
Infrastructure Project Development

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(NAME)

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