

DAILY TIME RECORD  
ANDRINO, MARLON T.  
(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	8:00	12:00	1:00	6:11		8hrs
2-THU	7:27	12:57	12:58	5:35		8hrs
3-FRI	7:32	12:13	12:14	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:20	12:07	12:08	5:33		8hrs
7-TUE	6:28	12:24	12:25	5:00		8hrs
8-WED	7:59	12:09	12:09	5:02		8hrs
9-THU	7:10	12:47	12:48	5:30		8hrs
10-FRI	7:48	12:04	12:05	5:00		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:05	12:06	5:17		9hrs 22mins
14-TUE	7:41	12:20	12:21	5:04		9hrs 22mins
15-WED	7:33	12:00	12:01	5:06		9hrs 32mins
16-THU	7:34	12:07	12:08	4:02		8hrs 27mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	8:00	12:26	12:27	5:08		8hrs
23-THU						OB
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON	7:53	12:14	12:16	5:16		8hrs
28-TUE	7:40	12:02	12:03	4:11	49mins	7hrs 11mins
29-WED	7:52	12:01	12:02	5:09		8hrs
30-THU	7:44	12:28	12:29	5:00		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.

MARLON T. ANDRINO

VERIFIED as to prescribed office hours

DORYN JAN L. AVILA  
Department Head  
Department of Business and Management

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