

DAILY TIME RECORD

ALBA, DOREEN B.

(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	12:00	1:00	5:24		8hrs
2-THU	8:03	12:16	12:22	5:45	3mins	7hrs 57mins
3-FRI	7:54	12:19	12:43	6:23		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:10	12:12	7:26		8hrs
7-TUE						SLP
8-WED	7:52	12:27	12:28	5:34		8hrs
9-THU	7:51	12:12	12:13	7:30		8hrs
10-FRI	7:37	12:19				4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:28	12:12	12:25	6:48		8hrs
14-TUE	7:42	12:08	12:24	5:15		8hrs
15-WED	8:01	12:26	12:27	5:19	1min	7hrs 59mins
16-THU	7:45	12:19	12:21	5:32		8hrs
17-FRI	10:02	12:37	12:38	5:33	2hrs 2mins	5hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:57	12:39	12:40	7:35		8hrs
22-WED	8:07	12:19	12:21	6:14	7mins	7hrs 53mins
23-THU	8:08	12:33	12:35	5:26	8mins	7hrs 52mins
24-FRI	7:59	12:37	12:39	5:32		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:24	12:07	12:08	5:17		8hrs
28-TUE	8:05	12:05	12:07	6:55	5mins	7hrs 55mins
29-WED	7:59	12:13	12:15	6:38		8hrs
30-THU	8:08	12:15	12:18	6:17	8mins	7hrs 52mins
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.

DOREEN B. ALBA

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Department Head
Administrative Services Office

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