

DAILY TIME RECORD

ARGA, ARIEL L.
(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Off
2-TUE						Off
3-WED	7:37	12:00	12:01	4:03		8hrs
4-THU	7:39	12:00	12:01	4:03		8hrs
5-FRI	7:52	12:00	12:01	4:01		8hrs
6-SAT	7:58	12:00	12:01	4:01		8hrs
7-SUN	7:54	12:00	12:01	4:03		8hrs
8-MON	7:30	12:00	12:01	4:17		8hrs
9-TUE						Absent
10-WED	12:00	8:07				8hrs
11-THU	12:00	8:01				8hrs
12-FRI	12:00	8:02				8hrs
13-SAT						Off
14-SUN						Off
15-MON	12:00	8:33				8hrs
16-TUE	12:34	8:10			34mins	7hrs 26mins
17-WED			3:26	11:59		8hrs
18-THU			3:47	11:59		8hrs
19-FRI			3:45	11:59		8hrs
20-SAT			3:59	11:59		8hrs
21-SUN			3:40	11:59		8hrs
22-MON						Off
23-TUE						Off
24-WED	7:36	12:00	12:01	4:04		8hrs
25-THU	7:37	12:00	12:01	4:00		7hrs 59mins
						SUSPENDE 12:01 pm 11:59 pm
26-FRI	7:46	12:00	12:01	4:00		7hrs 59mins
						SUSPENDE 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:49	12:00	12:01		4hrs	4hrs
30-TUE						SL

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.

ARIEL L. ARGA

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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