

DAILY TIME RECORD

LORETO, MERVYN P.

(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	7:50	12:03	12:30	5:00		8hrs
2-THU	7:48	12:02	12:10	5:15		8hrs
3-FRI	7:52	12:05	12:35	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:05	12:15	5:14		8hrs
7-TUE	7:59	12:04	12:06	5:10		8hrs
8-WED	7:57	12:26	7:57	5:03		8hrs
9-THU	7:58	12:03	12:08		4hrs	4hrs
10-FRI	7:55	12:08	12:35			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:05	12:08	5:11		8hrs
14-TUE	8:01	12:01	12:08	5:03	1min	7hrs 59mins
15-WED	8:00	12:02	12:08	5:02		8hrs
16-THU	7:45	12:01		5:02	4hrs	4hrs
17-FRI	8:02	12:02	12:10		4hrs 2mins	3hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						Absent
22-WED	7:51	12:03	12:10	5:00		8hrs
23-THU	8:01	12:07	12:28	5:05	1min	7hrs 59mins
24-FRI	8:01	12:03	12:07	5:07	1min	7hrs 59mins
25-SAT						Off
26-SUN						Off
27-MON	8:02	12:03	12:14	5:08	2mins	7hrs 58mins
28-TUE	7:57	12:15	12:17	5:12		8hrs
29-WED	7:40	12:02	12:05	5:01		8hrs
30-THU	7:57	12:05	12:07	5:01		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.

MERVYN P. LORETO

VERIFIED as to prescribed office hours

TONI MARC L. DARGANTES

Department Head
Planning Office

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