

DAILY TIME RECORD
PEÑA, SANTIAGO T. JR.
(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	6:31	12:25	12:27	6:19		8hrs
2-THU	7:50	12:17				4hrs (CDO half day)
3-FRI	7:46	12:10	12:46	8:02		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:41	12:10	12:12	5:47		8hrs
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU	7:55	12:12	12:14	6:21		8hrs
17-FRI	6:07	12:08	12:11	5:41		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						OB
22-WED						OB
23-THU						OB
24-FRI						OB
25-SAT						OB
26-SUN						Off
27-MON		12:21	12:22	5:25	4hrs	4hrs
28-TUE	7:50	12:01			4hrs	4hrs
29-WED			12:59	6:07		4hrs (CDO half day)
30-THU	7:55	12:13	12:15	6:01		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.

SANTIAGO T. PEÑA JR.

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES

President
Office of the President

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