

DAILY TIME RECORD  
POSAS, HENRY 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	7:26	12:00	12:01	4:03		8hrs
2-THU	7:25	12:00	12:01	4:03		8hrs
3-FRI	7:21	12:00	12:01	4:02		8hrs
4-SAT	7:40	12:00	12:01	4:02		8hrs
5-SUN						Absent
6-MON						Off
7-TUE						Off
8-WED	7:22	12:00	12:01	4:08		8hrs
9-THU	12:00	8:02				8hrs
10-FRI	12:00	8:03				8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT	12:00	8:05				8hrs
12-SUN						Off
13-MON						Off
14-TUE	12:00	8:02				8hrs
15-WED	12:00	8:03				8hrs
16-THU	12:00	8:02				8hrs
17-FRI			3:22	11:59		8hrs
18-SAT			3:35	11:59		8hrs
19-SUN						Off
20-MON						Off
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED			3:50	11:59		8hrs
23-THU			3:30	11:59		8hrs
24-FRI			3:26	11:59		8hrs
25-SAT	7:23	12:00	12:01	4:02		8hrs
26-SUN						Off
27-MON	7:23	12:00	12:01	4:02		8hrs
28-TUE	7:27	12:00	12:01	4:04		8hrs
29-WED	7:20	12:00	12:01	4:02		8hrs
30-THU						Off
31-FRI						Off

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.

HENRY P. POSAS

VERIFIED as to prescribed office hours

GERALD M. RIVERA  
Department Head  
Security and Safety Services

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