

DAILY TIME RECORD
FLORES, IRISH V.
(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	6:45	11:05	11:46	5:02		8hrs
2-THU	6:54	11:05	11:52	7:22		8hrs
3-FRI	6:54	11:02	11:11	3:03	57mins	7hrs 3mins
4-SAT						Off
5-SUN						Off
6-MON	9:34	12:01	12:51	8:44	34mins	7hrs 26mins
7-TUE	8:51	12:03	12:58	8:46		8hrs
8-WED	7:55	12:05	12:46	8:05		8hrs
9-THU	8:56	12:01	12:26	7:12		8hrs
10-FRI	8:55	12:03	12:19	8:23		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:12	12:00	12:45	8:45	12mins	7hrs 48mins
14-TUE	7:54	12:02	12:34	7:17		8hrs
15-WED	7:57	12:02	12:47	5:46		8hrs
16-THU	7:58	12:00	12:02	5:13		8hrs
17-FRI	7:57	12:06	12:33	4:04		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:45	12:00	12:03	5:00	45mins	7hrs 15mins
22-WED	8:00	12:03	12:32	5:01		8hrs
23-THU	7:56	12:00	12:56	5:03		8hrs
24-FRI	7:55	12:02	12:33	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:41	12:05	12:10	5:00	41mins	7hrs 19mins
28-TUE	8:01	12:01	12:34	7:58	1min	7hrs 59mins
29-WED	8:01	12:01	12:45	5:00	1min	7hrs 59mins
30-THU	7:32	12:02	12:31	7:07		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.

IRISH V. FLORES

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

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