

DAILY TIME RECORD
SAUSA, GREGORIO B. 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	12:09	12:00	12:01	4:04		8hrs
2-THU						Off
3-FRI						Off
4-SAT	7:25	12:00	12:01	4:05		8hrs
5-SUN	7:30	12:00	12:01	4:05		8hrs
6-MON	7:32	12:00	12:01	4:16		8hrs
7-TUE	7:27	12:00	12:01	4:24		8hrs
8-WED	7:25	12:00	12:01	4:06		8hrs
9-THU						Off
10-FRI						Off
11-SAT	12:00	8:09				8hrs
12-SUN	12:00	8:16				8hrs
13-MON	12:00	8:13				8hrs
14-TUE						Off
15-WED	12:00	8:04				8hrs
16-THU	12:00	8:13				8hrs
17-FRI			3:38	11:59		8hrs
18-SAT			3:37	11:59		8hrs
19-SUN			3:34	11:59		8hrs
20-MON			3:33	11:59		8hrs
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED			3:34	11:59		8hrs
23-THU						Off
24-FRI						Off
25-SAT						Off
26-SUN	7:45	12:00	12:01	4:23		8hrs
27-MON						Off
28-TUE						Off
29-WED	7:31	12:00	12:01	4:16		8hrs
30-THU	7:29	12:00	12:01	4:15		8hrs
31-FRI	7:29	12:00	12:01	4:04		8hrs

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.

GREGORIO B. SAUSA JR.

VERIFIED as to prescribed office hours

GERALD M. RIVERA
Department Head
Security and Safety Services

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