

DAILY TIME RECORD

ALBA, ARTURO 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				5:00	8hrs	
2-THU	6:08	11:34	11:35	5:00		8hrs
3-FRI	6:10	11:30	11:30	5:01		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:00	11:30	11:31	5:00		8hrs
7-TUE	6:00	11:32	11:32	5:01		8hrs
8-WED	6:04			5:02	8hrs	
9-THU	5:55	11:30	11:30	5:05		8hrs
10-FRI	6:04	11:30	11:33	4:00		7hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	5:58	11:30	11:31	5:00		8hrs
14-TUE	6:31	11:58	11:58	5:00		8hrs
15-WED	6:04	11:30	11:31	5:00		8hrs
16-THU	6:04	11:31	11:31	5:00		8hrs
17-FRI	6:02	11:30	11:31	5:08		8hrs
18-SAT	6:38					
19-SUN						Off
20-MON						Holiday
21-TUE	6:00	11:34	11:34	5:00		8hrs
22-WED	6:05	11:38	11:39		3hrs 30mins	4hrs 30mins
23-THU						Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	6:09	11:30	11:31	5:02		8hrs
28-TUE	6:07	11:31	11:31	5:01		8hrs
29-WED	6:09	11:43	11:44	5:00		8hrs
30-THU	6:34	11:30	11:30	5:04		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.

ARTURO B. ALBA JR.

VERIFIED as to prescribed office hours

ANDREW A. MAZO

Department Head
Institute of Human Kinetics

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