

DAILY TIME RECORD  
MATIOM, FELIPE M.  
(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  | 7:37 | 12:00 | 12:02 | 5:00 |     | 8hrs                                   |
| 2-THU  | 7:51 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 3-FRI  | 7:50 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 4-SAT  |      |       |       |      |     | Off                                    |
| 5-SUN  |      |       |       |      |     | Off                                    |
| 6-MON  | 7:45 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 7-TUE  | 7:07 | 12:00 | 12:02 | 5:02 |     | 8hrs                                   |
| 8-WED  | 7:31 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 9-THU  | 7:35 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 10-FRI | 7:37 | 12:00 | 12:02 |      |     | 4hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |     | Off                                    |
| 12-SUN |      |       |       |      |     | Off                                    |
| 13-MON | 7:32 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 14-TUE | 7:27 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 15-WED | 7:50 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 16-THU | 7:56 | 12:00 | 12:12 | 5:00 |     | 8hrs                                   |
| 17-FRI | 7:45 | 12:00 | 12:02 | 5:00 |     | 8hrs                                   |
| 18-SAT |      |       |       |      |     | Off                                    |
| 19-SUN |      |       |       |      |     | Off                                    |
| 20-MON |      |       |       |      |     | Holiday                                |
| 21-TUE | 7:55 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 22-WED | 7:54 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 23-THU | 7:52 | 12:00 | 12:02 | 5:00 |     | 8hrs                                   |
| 24-FRI | 7:47 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 25-SAT |      |       |       |      |     | Off                                    |
| 26-SUN |      |       |       |      |     | Off                                    |
| 27-MON | 7:52 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 28-TUE | 7:50 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 29-WED | 7:34 | 12:00 | 12:01 | 5:00 |     | 8hrs                                   |
| 30-THU | 7:37 | 12:00 | 12:01 | 5:00 |     | 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.

FELIPE M. MATIOM

VERIFIED as to prescribed office hours

RAFFY ANDREW G. LORETO  
Department Head  
Building and Housing Maintenance

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(NAME)

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