

DAILY TIME RECORD

MARTE, ROMEL R.

(NAME)

For the month of
November 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	7:48	12:00	12:01	4:01		8hrs
2-SUN	7:56	12:00	12:01	4:01		8hrs
3-MON	7:55	12:00	12:01	4:17		8hrs SUSPENDED 8:00 am 5:00 pm
4-TUE						Off
5-WED						Absent
6-THU						Off
7-FRI						Off
8-SAT						Absent
9-SUN						Absent
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Off
12-WED						Off
13-THU						SEL
14-FRI						Absent
15-SAT	12:00	8:00				8hrs
16-SUN	12:00	8:01				8hrs
17-MON						Off
18-TUE						Off
19-WED						Off
20-THU						SEL
21-FRI						SEL
22-SAT						Absent
23-SUN						Absent
24-MON						Absent
25-TUE						SEL
26-WED						Absent
27-THU						Off
28-FRI						Off
29-SAT						Absent
30-SUN						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.

ROMEL R. MARTE

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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