

DAILY TIME RECORD  
ELORCHA, ALEX O.  
(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	12:00	8:00				8hrs
2-THU	12:00	8:05				8hrs
3-FRI	12:00	8:04				8hrs
4-SAT						Off
5-SUN						Off
6-MON	12:00	8:04				8hrs
7-TUE	12:00	8:05				8hrs
8-WED	12:00	8:04				8hrs
9-THU			3:30	11:59		8hrs
10-FRI			3:20	11:59		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON			3:37	11:59		8hrs
14-TUE			3:26	11:59		8hrs
15-WED			2:42	11:59		8hrs
16-THU			3:37	11:59		8hrs
17-FRI	7:36	12:00	12:01	5:11		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:33					
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:37	12:00	12:01	4:08		8hrs
23-THU	7:41	12:00	12:01	4:03		8hrs
24-FRI	7:41	12:00	12:01	4:04		8hrs
25-SAT						Off
26-SUN						Off
27-MON	12:00	8:02				8hrs
28-TUE		8:03			8hrs	
29-WED	12:00	8:04				8hrs
30-THU						Off
31-FRI						Off

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.

ALEX O. ELORCHA

VERIFIED as to prescribed office hours

GERALD M. RIVERA  
Department Head  
Security and Safety Services

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