

DAILY TIME RECORD

ARGA, ARIEL L.
(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						Off
2-THU						Off
3-FRI	12:00	8:03				8hrs
4-SAT	12:14	8:00			14mins	7hrs 46mins
5-SUN	12:00	8:01				8hrs
6-MON	12:00	8:43				8hrs
7-TUE						Absent
8-WED	12:00	8:02				8hrs
9-THU			3:43	11:59		8hrs
10-FRI				11:59		7hrs 59mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON						FL
14-TUE						FL
15-WED						FL
16-THU			3:39	11:59		8hrs
17-FRI	7:54	12:00	12:01	4:02		8hrs
18-SAT	7:42	12:00	12:01	4:01		8hrs
19-SUN	7:47	12:00	12:01	4:03		8hrs
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:50	12:00	12:01	4:04		8hrs
23-THU						Off
24-FRI						Off
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE	12:00	9:05				8hrs
29-WED	12:00	8:00				8hrs
30-THU	12:46	8:24			46mins	7hrs 14mins
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.

ARIEL L. ARGA

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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