

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	8:00	12:00	12:01	4:01		8hrs
6-THU						Off
7-FRI						Off
8-SAT	8:00	12:00	12:01	4:01		8hrs
9-SUN	12:00	8:00				8hrs
10-MON	12:00	8:00				8hrs SUSPENDED 8:00 am 5:00 pm
11-TUE						Off
12-WED						Off
13-THU						SEL
14-FRI						SEL
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			3:30	11:59		8hrs
23-SUN			1:18	11:59		8hrs
24-MON	7:50	12:00	12:01	4:01		8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED	7:40	12:00	12:01	4:01		8hrs
27-THU						Off
28-FRI						Off
29-SAT	7:50	12:00	12:01	4:07		8hrs
30-SUN	7:55	12:00	12:01	4:01		8hrs

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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