

DAILY TIME RECORD  
LAO, MARVIN M.  
(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						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:07	12:51	12:51	5:02	7mins	7hrs 53mins
12-WED	8:29	12:41	12:41	5:04	29mins	7hrs 31mins
13-THU	8:04	12:40	12:40	5:02	4mins	7hrs 56mins
14-FRI	8:16	12:05	12:05	5:02	16mins	7hrs 44mins
15-SAT						Off
16-SUN						Off
17-MON	8:05	12:37	12:37	5:02	5mins	7hrs 55mins
18-TUE	8:16	12:23	12:23	5:06	16mins	7hrs 44mins
19-WED	8:17	12:41	12:41	5:03	17mins	7hrs 43mins
20-THU	8:22	12:08	12:08	5:04	22mins	7hrs 38mins
21-FRI	8:29	12:08	12:08		4hrs 29mins	3hrs 31mins
22-SAT						Off
23-SUN						Off
24-MON	8:01	12:08				3hrs 59mins SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:19	12:39	12:39	5:00	19mins	7hrs 41mins
26-WED	8:28	12:12	12:12	5:02	28mins	7hrs 32mins
27-THU	8:19	12:44	12:44	5:00	19mins	7hrs 41mins
28-FRI						SEL
29-SAT						Off
30-SUN						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.

MARVIN M. LAO

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS  
Department Head  
Motor Pool Services Unit

DAILY TIME RECORD  
LAO, MARVIN M.  
(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						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:07	12:51	12:51	5:02	7mins	7hrs 53mins
12-WED	8:29	12:41	12:41	5:04	29mins	7hrs 31mins
13-THU	8:04	12:40	12:40	5:02	4mins	7hrs 56mins
14-FRI	8:16	12:05	12:05	5:02	16mins	7hrs 44mins
15-SAT						Off
16-SUN						Off
17-MON	8:05	12:37	12:37	5:02	5mins	7hrs 55mins
18-TUE	8:16	12:23	12:23	5:06	16mins	7hrs 44mins
19-WED	8:17	12:41	12:41	5:03	17mins	7hrs 43mins
20-THU	8:22	12:08	12:08	5:04	22mins	7hrs 38mins
21-FRI	8:29	12:08	12:08		4hrs 29mins	3hrs 31mins
22-SAT						Off
23-SUN						Off
24-MON	8:01	12:08				3hrs 59mins SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:19	12:39	12:39	5:00	19mins	7hrs 41mins
26-WED	8:28	12:12	12:12	5:02	28mins	7hrs 32mins
27-THU	8:19	12:44	12:44	5:00	19mins	7hrs 41mins
28-FRI						SEL
29-SAT						Off
30-SUN						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.

MARVIN M. LAO

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS  
Department Head  
Motor Pool Services Unit