

DAILY TIME RECORD
ESCASINAS, VIRGILIO A.

(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			4:04	11:59	4mins	7hrs 55mins
4-SAT			3:49	11:59		8hrs
5-SUN						Absent
6-MON						Absent
7-TUE			3:06	11:59		8hrs
8-WED				11:59	8hrs	
9-THU						Off
10-FRI						Off
11-SAT	8:00	12:00	12:01	4:01		8hrs
12-SUN	7:47	12:00	12:01	4:21		8hrs
13-MON	7:51	12:00	12:01	4:09		8hrs
14-TUE	7:55	12:00	12:01	4:01		8hrs
15-WED						Off
16-THU	7:57	12:00	12:01	4:01		8hrs
17-FRI						Off
18-SAT	12:00	8:05				8hrs
19-SUN	12:00	8:01				8hrs
20-MON						Off
21-TUE			11:56			
22-WED						Absent
23-THU	12:04	12:03			8hrs	
24-FRI	12:00	8:02				8hrs
25-SAT						Off
26-SUN						Off
27-MON			3:49	11:59		8hrs
28-TUE			3:25	11:59		8hrs
29-WED			3:53	11:59		8hrs
30-THU			3:41	11:59		8hrs
31-FRI			3:57	11:59		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.

VIRGILIO A. ESCASINAS

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head
Security and Safety Services

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