

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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(NAME)

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