

DAILY TIME RECORD  
CABRAL, ALEXANDER L. JR.

(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	8:00	12:00	12:01	5:36		8hrs
2-THU	8:00	12:47	12:55	7:17		8hrs
3-FRI	8:00	12:24	12:29	6:39		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:02	12:03	8:19		8hrs
7-TUE	8:15	12:25	12:26	6:12	15mins	7hrs 45mins
8-WED	8:00	12:12	12:13	6:10		8hrs
9-THU	8:00	12:03	12:04	7:13		8hrs
10-FRI						CDO
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:03	12:23	5:42		9hrs 22mins
14-TUE	8:01	12:04	12:05	5:28		9hrs 26mins
15-WED	8:00	12:10	12:11	5:46		9hrs 45mins
16-THU	7:58	12:09	12:10	5:19		9hrs 20mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:10	12:16	12:17	5:44	10mins	7hrs 50mins
22-WED	7:58	12:54	12:59	6:23		8hrs
23-THU	8:04	12:33	12:43	6:06	4mins	7hrs 56mins
24-FRI	8:00	12:07	12:08	7:40		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:38	12:07	12:25	5:37		8hrs
28-TUE	8:00	12:04	12:37	5:43		8hrs
29-WED	8:00	12:09	12:59	6:05		8hrs
30-THU	7:55	12:07	12:13	5:36		8hrs
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.

ALEXANDER L. CABRAL JR.

VERIFIED as to prescribed office hours

SYRENE P. NAYRE

Department Head  
Department of Hospitality Management

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