

DAILY TIME RECORD
GARCES, MARK LOUIS L.
(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	8:02	12:05	12:07	5:05	2mins	7hrs 58mins
7-FRI	7:28	12:05	12:30	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:10	12:26	12:27	5:12	10mins	7hrs 50mins
12-WED	7:59	12:11	12:56	5:26		8hrs
13-THU	7:59	12:04	12:06	5:13		8hrs
14-FRI	7:56	12:37	12:47	5:25		8hrs
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	8:00	12:10	12:12	5:16		8hrs
19-WED	7:56	12:38	12:40	5:07		8hrs
20-THU	7:52	12:30	12:32	5:04		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:29				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:59	12:06	12:11	5:04		8hrs
26-WED	7:57	12:00	12:03	5:12		8hrs
27-THU	8:02	12:01	12:02	5:06	2mins	7hrs 58mins
28-FRI	8:00	12:02	12:04	5:16		8hrs
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.

MARK LOUIS L. GARCES

VERIFIED as to prescribed office hours

DOREEN B. ALBA
Department Head
Supply and Property Management

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