

DAILY TIME RECORD  
MENDOZA, EDILBERTO V.

(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			11:05			SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU						Absent
7-FRI	12:00	8:03				8hrs
8-SAT						Absent
9-SUN						Absent
10-MON						Off
11-TUE						Off
12-WED			3:31	11:59		8hrs
13-THU						Off
14-FRI			3:36	11:59		8hrs
15-SAT						Off
16-SUN						Off
17-MON						Off
18-TUE						Off
19-WED	7:30	4:03				4hrs
20-THU						SEL
21-FRI	7:38	12:00	12:01	4:12		8hrs
22-SAT	7:23	12:00	12:01	4:07		8hrs
23-SUN	7:42	12:00	12:01	4:03		8hrs
24-MON	12:00	8:06				8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	12:00	8:04				8hrs
26-WED	12:00	8:13				8hrs
27-THU						Off
28-FRI						Off
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.

EDILBERTO V. MENDOZA

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head  
Security and Safety Services

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