

DAILY TIME RECORD  
MARTIREZ, VICENTE C.  
(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						Absent
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED	7:07			4:07	8hrs	
13-THU	7:29			4:05	8hrs	
14-FRI						SEL
15-SAT	7:32			4:03		
16-SUN	7:26		11:23	4:03		
17-MON		8:05			8hrs	
18-TUE		8:16			8hrs	
19-WED						Absent
20-THU					8hrs	
21-FRI		8:07			8hrs	
22-SAT		8:03	11:13			
23-SUN		8:03				
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED						SEL
27-THU			3:23		8hrs	
28-FRI			3:05		8hrs	
29-SAT		12:04	3:00			
30-SUN		12:03	3:12			

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.

VICENTE C. MARTIREZ

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head  
Security and Safety Services

DAILY TIME RECORD  
MARTIREZ, VICENTE C.  
(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						Absent
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED	7:07			4:07	8hrs	
13-THU	7:29			4:05	8hrs	
14-FRI						SEL
15-SAT	7:32			4:03		
16-SUN	7:26		11:23	4:03		
17-MON		8:05			8hrs	
18-TUE		8:16			8hrs	
19-WED						Absent
20-THU					8hrs	
21-FRI		8:07			8hrs	
22-SAT		8:03	11:13			
23-SUN		8:03				
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED						SEL
27-THU			3:23		8hrs	
28-FRI			3:05		8hrs	
29-SAT		12:04	3:00			
30-SUN		12:03	3:12			

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.

VICENTE C. MARTIREZ

VERIFIED as to prescribed office hours

GERALD M. RIVERA

Department Head  
Security and Safety Services