

DAILY TIME RECORD
ACILO, VIRGILIO 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	1:00				8hrs	
6-THU	1:00				8hrs	
7-FRI	1:00				8hrs	
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:04	12:03	12:06	5:03	4mins	7hrs 56mins
12-WED	8:17	12:03	12:08	5:02	17mins	7hrs 43mins
13-THU			12:51	5:02	4hrs	4hrs
14-FRI			12:58	5:02	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	8:04	12:04	12:06	5:01	4mins	7hrs 56mins
19-WED			12:45	5:03	4hrs	4hrs
20-THU	7:53	12:03	12:06	5:01		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	8:34	12:05				3hrs 26mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:23	12:01	12:05	5:01	23mins	7hrs 37mins
26-WED						SEL
27-THU	7:58	12:01	12:04	5:03		8hrs
28-FRI	7:59	12:04	12:07	5:01		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.

VIRGILIO C. ACILO

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR
Department Head
Records Management and Archives

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