

DAILY TIME RECORD  
FLORES, ALICIA M.  
(NAME)

For the month of  
May 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI	8:07	12:14	12:18	5:42	7mins	7hrs 53mins
3-SAT						Off
4-SUN						Off
5-MON	8:00	12:29	12:33	5:12		8hrs
6-TUE	7:52	12:28	12:30	5:47		8hrs
7-WED	8:02	12:23	12:24	5:44	2mins	7hrs 58mins
8-THU	7:53	12:33	12:35	6:24		8hrs
9-FRI	8:00	12:34	12:36	5:24		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	8:00	12:23	12:25	5:29		8hrs
14-WED	7:58	12:24	12:31	5:16		8hrs
15-THU	8:04	12:00	12:02	5:14	4mins	7hrs 56mins
16-FRI	7:59	12:27	12:41	5:08		8hrs
17-SAT						Off
18-SUN						Off
19-MON						OB
20-TUE						OB
21-WED						OB
22-THU						OB
23-FRI						OB
24-SAT						OB
25-SUN						Off
26-MON	7:41	12:41	12:42	5:15		8hrs
27-TUE	7:48	12:37	12:47	5:18		8hrs
28-WED	7:51	12:36	12:48	5:12		8hrs
29-THU	7:49	12:47	12:53	5:11		8hrs
30-FRI	7:48	12:15	12:17	5:06		8hrs
31-SAT						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.

ALICIA M. FLORES

VERIFIED as to prescribed office hours

LOUELLA C. AMPAC  
Department Head  
Finance Management Office

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