

DAILY TIME RECORD
BURLAS, MARLON G.
(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	8:00	12:10	12:05	5:35		8hrs
6-THU	8:00	12:00	12:08	5:06		8hrs
7-FRI	8:00	12:00	12:03	5:30		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:51	12:04	12:16	5:07		8hrs
12-WED	8:00	12:06	12:09	5:02		8hrs
13-THU	7:54	12:11	12:15	6:05		8hrs
14-FRI	8:00	12:02	12:10	5:16		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:04	12:07	12:08	5:02	4mins	7hrs 56mins
18-TUE	8:00	12:03	12:16	5:07		8hrs
19-WED						OB
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	8:05	12:02	12:12	5:07		7hrs 55mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:09	12:09	12:20	5:02	9mins	7hrs 51mins
26-WED						OB
27-THU						OB
28-FRI						OB
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.

MARLON G. BURLAS

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO

Department Head
Office of the Vice President for Administration & Finance

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