

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					8hrs	SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						Absent
6-THU					8hrs	
7-FRI		8:03			8hrs	
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED					8hrs	
13-THU		12:04			8hrs	
14-FRI					8hrs	
15-SAT		12:09			8hrs	
16-SUN						SEL
17-MON						Off
18-TUE						Off
19-WED	7:30			4:03		
20-THU						SEL
21-FRI	7:38			4:12	8hrs	
22-SAT	7:23			4:07		
23-SUN	7:42		11:29	4:03		
24-MON		8:06			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE		8:04			8hrs	
26-WED		8:13			8hrs	
27-THU						Absent
28-FRI						Absent
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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