

DAILY TIME RECORD  
BANAYAG, ALBERTO N.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:40	12:01	12:04	5:02		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:31	12:01	12:05	5:02		8hrs
5-TUE	7:50	12:04	12:07	5:01		8hrs
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	7:06	12:15	12:17	5:01		8hrs
12-TUE	6:52	12:00	1:00	5:00		8hrs
13-WED	8:00	12:01	12:04	5:02		8hrs
14-THU	7:06	12:01	12:03	5:01		8hrs
15-FRI	6:32	12:02	12:04	5:04		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:37	12:10	12:12	5:00		8hrs
19-TUE	7:38	12:00	12:02	5:01		8hrs
20-WED	7:45	12:01			4hrs	4hrs
21-THU						Holiday
22-FRI	7:02	12:01	12:04	5:03		8hrs
23-SAT						Off
24-SUN						Off
25-MON						OB
26-TUE						OB
27-WED						OB
28-THU						OB
29-FRI						OB
30-SAT						OB
31-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.

ALBERTO N. BANAYAG

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS  
Department Head  
Motor Pool Services Unit

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