

DAILY TIME RECORD
CINCO, ALNIEL B.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:41	12:07	12:12	5:00		8hrs
3-FRI	7:43	12:10	12:12	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:24	12:01	12:07	5:00		8hrs
7-TUE						OB
8-WED	7:30	12:03	12:05	5:01		8hrs
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:34	12:07	12:09	5:09		8hrs
14-TUE						FL
15-WED						FL
16-THU	7:39	12:01	12:04	5:04		8hrs
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON	6:41	12:32	12:33	5:02		8hrs
21-TUE	7:09	12:04	12:08	5:02		8hrs
22-WED	6:45	12:02	12:04	10:30		8hrs
23-THU	7:14	12:02	12:05	5:04		8hrs
24-FRI	7:20	12:01	12:20	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:33	12:07	12:10	5:01		8hrs
28-TUE	7:42	12:00	1:00	5:01		8hrs
29-WED						Holiday
30-THU						OB
31-FRI						OB

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.

ALNIEL B. CINCO

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head
Physical Plant Office

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