

DAILY TIME RECORD  
CINCO, ALNIEL B.  
(NAME)

For the month of  
March 1 - 31, 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	7:40	12:03	12:05	5:05		8hrs
4-TUE						SLP
5-WED	7:30	12:10	12:11	5:30		8hrs
6-THU						OB
7-FRI						OB
8-SAT						Off
9-SUN						Off
10-MON						OB
11-TUE	7:27	12:06	12:11	5:03		8hrs
12-WED						OB
13-THU	7:37	12:05	12:07	5:03		8hrs
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON	7:28	12:13	12:43	5:30		8hrs
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE	7:37	12:03	12:07			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:37	1:03	1:04	5:03	4mins	7hrs 56mins
27-THU	6:20	12:04	12:04	5:14		8hrs
28-FRI	7:44	12:07	12:09	5:04		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:44	12:01	12:07	5:01		8hrs

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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