

DAILY TIME RECORD  
MASCARIÑAS, RICO B.  
(NAME)

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

| Day    | AM   |       | PM    |      | T/U | Total |
|--------|------|-------|-------|------|-----|-------|
|        | IN   | OUT   | IN    | OUT  |     |       |
| 1-TUE  |      |       |       |      |     | OB    |
| 2-WED  | 7:44 | 12:42 | 12:44 | 5:04 |     | 8hrs  |
| 3-THU  | 7:16 | 12:38 | 12:40 | 5:03 |     | 8hrs  |
| 4-FRI  | 7:58 | 12:00 | 12:02 | 5:02 |     | 8hrs  |
| 5-SAT  |      |       |       |      |     | Off   |
| 6-SUN  |      |       |       |      |     | Off   |
| 7-MON  | 6:52 | 12:43 | 12:45 | 5:02 |     | 8hrs  |
| 8-TUE  | 7:07 | 12:51 | 12:53 | 5:00 |     | 8hrs  |
| 9-WED  | 8:00 | 12:43 | 12:45 | 5:00 |     | 8hrs  |
| 10-THU | 7:14 | 12:47 | 12:49 | 5:00 |     | 8hrs  |
| 11-FRI | 7:13 | 12:00 | 1:00  | 5:00 |     | 8hrs  |
| 12-SAT |      |       |       |      |     | Off   |
| 13-SUN |      |       |       |      |     | Off   |
| 14-MON | 7:12 | 12:40 | 12:42 | 5:01 |     | 8hrs  |
| 15-TUE | 3:00 | 12:00 | 1:00  | 5:01 |     | 8hrs  |
| 16-WED |      |       |       |      |     | OB    |
| 17-THU | 7:13 | 12:58 | 12:59 | 5:01 |     | 8hrs  |
| 18-FRI | 6:59 | 12:42 | 12:44 | 5:01 |     | 8hrs  |
| 19-SAT |      |       |       |      |     | Off   |
| 20-SUN |      |       |       |      |     | Off   |
| 21-MON | 7:04 | 12:02 | 12:04 | 5:02 |     | 8hrs  |
| 22-TUE | 7:00 | 12:42 | 12:45 | 5:01 |     | 8hrs  |
| 23-WED |      |       |       |      |     | OB    |
| 24-THU |      |       |       |      |     | OB    |
| 25-FRI |      |       |       |      |     | OB    |
| 26-SAT |      |       |       |      |     | Off   |
| 27-SUN |      |       |       |      |     | Off   |
| 28-MON | 7:03 | 12:49 | 12:51 | 5:04 |     | 8hrs  |
| 29-TUE | 7:00 | 12:38 | 12:40 | 5:02 |     | 8hrs  |
| 30-WED | 7:02 | 12:45 | 12:47 | 5:03 |     | 8hrs  |
| 31-THU | 6:58 | 12:46 | 12:48 | 5:02 |     | 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.

RICO B. MASCARIÑAS

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS  
Department Head  
Motor Pool Services Unit

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(NAME)

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