

DAILY TIME RECORD
MASCARIÑAS, RICO B.
(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	6:58	12:03	12:06	5:11		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:09	12:50	12:52	5:03		8hrs
5-TUE						OB
6-WED	7:21	12:02	12:05	5:07		8hrs
7-THU	6:58	12:00	12:02	5:05		8hrs
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	7:16	12:00	1:00	6:20		8hrs
12-TUE	7:02	12:00	1:00	5:00		8hrs
13-WED	7:08	12:00	1:00	5:04		8hrs
14-THU	7:28	12:58	12:59	5:01		8hrs
15-FRI	7:03	12:01	12:03	5:00		8hrs
16-SAT						Off
17-SUN						Off
18-MON						OB
19-TUE						OB
20-WED						OB
21-THU						OB
22-FRI						OB
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE	7:59	12:01	12:03			4hrs SUSPENDED 12:01 am 11:59 pm
27-WED	6:59	12:00	12:03	5:00		8hrs SUSPENDED 12:01 am 12:00 pm
28-THU						OB
29-FRI	7:03	12:00	12:02	5:00		8hrs
30-SAT						Off
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.

RICO B. MASCARIÑAS

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS
Department Head
Motor Pool Services Unit

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