

DAILY TIME RECORD  
VILLOCINO, ANDREO P.  
(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	7:49	1:02	1:02	5:34	2mins	7hrs 58mins
4-TUE	7:52	12:10	12:11	5:04		8hrs
5-WED						OB
6-THU						SLP
7-FRI	7:04	12:09	12:10	5:38		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:51	12:02	12:04	5:51		8hrs
11-TUE	7:58	12:00	1:00	5:00		8hrs
12-WED						OB
13-THU						OB
14-FRI	7:54	12:02	12:05	5:01		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:50	12:50	12:51	5:02		8hrs
18-TUE						OB
19-WED	7:56	12:53	12:54	5:31		8hrs
20-THU						OB
21-FRI						FL
22-SAT						Off
23-SUN						Off
24-MON	7:59	12:41	12:43	5:01		8hrs
25-TUE						OB
26-WED	7:48	12:50	12:51	5:35		8hrs
27-THU						OB
28-FRI						OB
29-SAT						Off
30-SUN						Off
31-MON	7:51	12:52	12:53	5:00		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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
Physical Plant Office

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