



## DAILY TIME RECORD

**RICAH MAE MAQUE**

NAME

**For the month of** : February 1 to 29 2024/Regular Days

**Official hours for** : 9 HOURS

**Arrival and Departure** : 08:00AM-05:00PM

		ARRIVAL		DEPARTURE		UNDERTIME	
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	Hours	Minutes
1	Thu	ABSENT				-	-
2	Fri	ABSENT				-	-
3	Sat	DAY-OFF				-	-
4	Sun	DAY-OFF				-	-
5	Mon	ABSENT				-	-
6	Tue	ABSENT				-	-
7	Wed	ABSENT				-	-
8	Thu	ABSENT				-	-
9	Fri	ABSENT				-	-
10	Sat	DAY-OFF				-	-
11	Sun	DAY-OFF				-	-
12	Mon	ABSENT				-	-
13	Tue	ABSENT				-	-
14	Wed	ABSENT				-	-
15	Thu	ABSENT				-	-
16	Fri	ABSENT				-	-
17	Sat	DAY-OFF				-	-
18	Sun	DAY-OFF				-	-
19	Mon	ABSENT				-	-
20	Tue	ABSENT				-	-
21	Wed	ABSENT				-	-
22	Thu	08:46 AM	10:04 AM			7	42
23	Fri	09:10 AM	12:16 PM			5	54
24	Sat	DAY-OFF				-	-
25	Sun	DAY-OFF				-	-
26	Mon					-	-
27	Tue					-	-
28	Wed					-	-
29	Thu					-	-

I certify on my honor that the above is a true and correct report of the hours of work performed, recorded daily at the time of arrival and departure from the office.

Verified as to prescribed hours

In Charge



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