

(For Regular & Probationary Employee)

**OFFICIAL TIME:** \_\_\_\_\_ **DAY-OFF:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

1. The employee concerned will be considered absent on date without time in and/or out.
2. Time Sheet are to be filled by employee concerned & countersigned by his/her Supervisor and Operations Manager.
3. Any fraudulent entry in this form is a cause for DISMISSAL (Co. Rule 1, Sec. 1a).
4. All time sheet must be received by Human Resource Department within 2 working days from the cut-off date, late submissions will be included in the next payroll.
5. Night differential / overtime are strictly paid by the hour.

[illegible]

**WE CERTIFY THE TRUTH AND CORRECTNESS OF THE ABOVE**

## Operations Manager

----- DO NOT FILL BELOW THIS LINE -----

**No. of Days:** \_\_\_\_\_ **Night Diff.:** \_\_\_\_\_ **Regular OT:** \_\_\_\_\_ **Sunday OT:** \_\_\_\_\_

**Absences:** \_\_\_\_\_ **Undertime:** \_\_\_\_\_ **Legal Hol.:** \_\_\_\_\_ **Special Hol.:** \_\_\_\_\_

Process for HRD by: \_\_\_\_\_ Checked by: \_\_\_\_\_

**Period Covered:**