

VIA MARE CORPORATION

Daily Time Sheet
(For Casual Employee)

NAME: _____ DEPARTMENT/BRANCH: _____

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.

| DAYS | DATE & TIME | | | | REG | UT | ROT | ND | SOT | LHOT | SHOT | REMARKS |
|------|-------------|-----------|----------|----------|-----|----|-----|----|-----|------|------|---------|
| | Time In | Break Out | Break In | Time Out | | | | | | | | |
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WE CERTIFY THE TRUTH AND CORRECTNESS OF THE ABOVE

Employee Supervisor Operations Manager

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

| | | | | | |
|-------------|-------|-------------------|----------|---|-------|
| No. of Days | _____ | x daily rate | P 610.00 | = | _____ |
| ND | _____ | hrs x hourly rate | P 7.63 | = | _____ |
| ROT | _____ | hrs x hourly rate | P 95.31 | = | _____ |
| SOT | _____ | hrs x hourly rate | P 99.12 | = | _____ |
| ExSOT | _____ | hrs x hourly rate | P 122.00 | = | _____ |
| LHOT | _____ | hrs x hourly rate | P 152.50 | = | _____ |
| ExLHOT | _____ | hrs x hourly rate | P 175.38 | = | _____ |
| SHOT | _____ | hrs x hourly rate | P 99.12 | = | _____ |
| ExSHOT | _____ | hrs x hourly rate | P 122.00 | = | _____ |
| UT | _____ | hrs x hourly rate | P 76.25 | = | _____ |

Process for HRD by: _____ Checked by: _____

Print Date/Time:

Period Covered: