

**VIA MARE CORPORATION**  
Daily Time Sheet  
(For Regular & Probationary 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	D A T E & T I M E				REG	UT	ROT	ND	SOT	LHOT	SHOT	REMARKS
	Time In	Break In	Break Out	Time Out								

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

\_\_\_\_\_ **Employee**                      \_\_\_\_\_ **Supervisor**                      \_\_\_\_\_ **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:** \_\_\_\_\_

**Print Date/Time:** \_\_\_\_\_ **Period Covered:** \_\_\_\_\_