

DAILY TIME RECORD

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Orbeso, Mindalina P.
(Name)

For the month of May 1 - 31, 2018

Official hours for arrival {Regular days

and departure {Saturdays

Day	A.M.		P.M.		Under-time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	07:41	12:06	12:38	05:01		
3	07:42	12:07	12:34	05:00		
4	07:51	12:07	12:30			
5	Saturday					
6	Sunday					
7	07:41	12:04	12:31	05:00		
8	07:46	12:07	12:34	05:00		
9	07:55					
10						
11	07:45	12:05	12:36	05:01		
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16	07:46	12:05	12:34	05:00		
17	07:41	12:06	12:35			
18	07:40	12:06	12:32	05:02		
19	Saturday					
20	Sunday					
21						
22						
23						
24						
25						
26	Saturday					
27	Sunday					
28						
29						
30						
31						

TOTAL _____

I CERTIFY *on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.*

Verified as to the prescribed office hours.

(See instructions on back)

In Charge