

DAILY TIME RECORD

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Guitigalao, Mary Ann
(Name)

For the month of May 1 - 15, 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	07:55	12:08	12:39	05:01		
3	07:47	12:08	12:46	05:03		
4	08:03	12:04	12:49			
5	Saturday					
6	Sunday					
7						
8	07:48	12:02	12:53	05:01		
9	07:40	12:19	12:39	05:02		
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
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