

DAILY TIME RECORD

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Hayahay, Marilou G.
(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 | 07:52 | 12:03 | 12:34 | 05:01 | | |
| 3 | 08:08 | 12:08 | 12:30 | 05:00 | | |
| 4 | 08:16 | 12:02 | 12:41 | | | |
| 5 | Saturday | | | | | |
| 6 | Sunday | | | | | |
| 7 | 07:37 | 12:01 | 12:36 | 05:03 | | |
| 8 | 07:48 | 12:03 | 12:39 | 05:01 | | |
| 9 | 07:52 | 12:03 | 12:45 | 05:00 | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | Saturday | | | | | |
| 13 | Sunday | | | | | |
| 14 | HOLIDAY | | | | | |
| 15 | HOLIDAY | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
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| 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