

DAILY TIME RECORD

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Bacasnot, Analyn
(Name)

For the month of April 1-30, 2018

Official hours for arrival {Regular days _____

and departure {Saturdays _____

Day	A.M.		P.M.		Under-time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sunday					
2	07:49		12:31			
3	07:52		12:34			
4	07:46	12:10	12:30			
5						
6						
7	Saturday					
8	Sunday					
9						
10						
11	08:00	12:24	12:30			
12						
13						
14	Saturday					
15	Sunday					
16	07:40	12:20	12:48	05:08		
17	07:45	12:05	12:38			
18	07:54	12:22				
19	07:51	12:27	12:31			
20						
21	Saturday					
22	Sunday					
23						
24						
25	07:59					
26	06:44	12:09	12:55			
27						
28	Saturday					
29	Sunday					
30						

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