

**DAILY TIME RECORD**

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Quimada, Ma. Lourdes  
(Name)

For the month of May 16 - 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						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	07:38	12:03	12:34	05:00		
17						
18						
19	Saturday					
20	Sunday					
21						
22	07:39	12:06	12:32	05:00		
23	07:50	12:10	12:34			
24	07:50	12:02	12:35	05:00		
25	07:52	12:01	12:32	05:00		
26	Saturday					
27	Sunday					
28	07:42	12:01	12:33			
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.