

**DAILY TIME RECORD**

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Jumawan, Aida  
(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	07:38	12:21	12:31	05:00		
3	07:32	12:02	12:30	05:02		
4	07:33	12:03	12:30	05:00		
5	07:45	12:16	12:31	05:01		
6	07:45	12:22	12:30			
7	Saturday					
8	Sunday					
9						
10	07:30	12:11	12:50	05:03		
11	07:49	12:02	12:30			
12	07:38		12:33	05:04		
13	07:24	12:02	12:37			
14	Saturday					
15	Sunday					
16	07:37	12:06	12:32	05:07		
17	07:34	12:03	12:30			
18	07:44	12:04	12:35	05:00		
19	07:45	12:14	12:32	05:01		
20	07:43	12:30		05:03		
21	Saturday					
22	Sunday					
23	07:36	12:07	12:36	05:02		
24	07:25	12:05	12:32	05:02		
25	07:43	12:01	12:32	05:01		
26	07:39	12:03	12:30	05:00		
27	07:30	12:02	12:39	05:02		
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.

KARISSA R. FETALVERO-PARONIA  
Municipal Mayor

(See instructions on back)