

DAILY TIME RECORD

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Bantilan, Edsa
(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	08:20	12:38				
3	08:36	12:26	12:34	05:00		
4						
5	08:20	12:31	12:32	04:34		
6	08:53	12:40	12:42	05:05		
7	Saturday					
8	Sunday					
9						
10	08:57	12:35	12:36	04:41		
11						
12						
13						
14	Saturday					
15	Sunday					
16						
17	08:09					
18	08:41	12:42				
19	07:53					
20	08:16	12:30	12:31			
21	Saturday					
22	Sunday					
23		12:56	12:58			
24	08:34	12:32	12:34	05:00		
25	08:07	12:24				
26	08:37	12:41	12:42	05:05		
27	08:51	12:42	12:43	03:27		
28	Saturday					
29	Sunday					
30		12:54	12:55			

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