

**DAILY TIME RECORD**

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Mapalo, Marita G.  
(Name)

For the month of May 1 - 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	HOLIDAY					
2	07:43	12:05	12:35	05:01		
3	07:59	12:10	12:52	05:00		
4	07:54	12:23	12:34			
5	Saturday					
6	Sunday					
7						
8	07:51	12:17	12:39	05:01		
9	07:54	12:01	12:42	05:00		
10		12:25	12:41	05:00		
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16	07:21	12:06	12:45	05:00		
17	07:59	12:14	12:49			
18	07:45		12:56	05:02		
19	Saturday					
20	Sunday					
21	07:39	12:26	12:43	05:01		
22	07:51	12:13	12:36			
23	07:45	12:03	12:41			
24	07:54	12:23	12:36	05:00		
25	07:41	12:23		05:00		
26	Saturday					
27	Sunday					
28	07:34	12:03	12:42			
29	07:49	12:05	12:46	05:00		
30	07:46	12:34		05:00		
31	07:58			05:01		

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.