

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