

**DAILY TIME RECORD**

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Quimada, Ma. Lourdes  
(Name)

For the month of May 1 - 15, 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	07:41	12:01	12:30	05:00		
3	07:45	12:03	12:30	05:00		
4	07:49	12:12	12:31			
5	Saturday					
6	Sunday					
7	07:41	12:02	12:32	05:00		
8	07:45	12:03				
9	07:48	12:01	12:32	05:00		
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
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.

(See instructions on back)

In Charge