

**DAILY TIME RECORD**

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Cea, Eleodoro Jr.  
(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	07:10					
3	07:31	12:01	12:35			
4	07:47					
5	07:33	12:05	12:33			
6	07:59	12:00	12:33			
7	Saturday					
8	Sunday					
9						
10	07:21					
11	07:48	12:08	12:36			
12						
13						
14	Saturday					
15	Sunday					
16	07:30	12:15				
17						
18	07:39	12:13	12:35			
19						
20	07:34	12:00	12:31			
21	Saturday					
22	Sunday					
23	08:38	12:01				
24						
25						
26						
27						
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.

(See instructions on back)

*In Charge*