

**DAILY TIME RECORD**

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Cabreza, Teofreda G.  
(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						
3						
4						
5						
6						
7	Saturday					
8	Sunday					
9						
10	07:50	12:03	12:55	05:03		
11	07:51	12:02	12:53			
12	07:42		12:56	05:02		
13	07:52	12:01	12:59			
14	Saturday					
15	Sunday					
16	07:54	12:01	12:55	05:01		
17	07:58	12:02	12:48			
18	07:58	12:04	01:01	05:02		
19	08:00	12:03	12:56	05:03		
20	07:40	12:02	12:57			
21	Saturday					
22	Sunday					
23						
24	07:47	12:59		05:01		
25						
26	07:32	12:07	12:55	05:03		
27	07:53	12:07	12:44	05:01		
28	Saturday					
29	Sunday					
30	07:43	12:04	12:53			

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