

DAILY TIME RECORD

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Tigao, Jacqueline 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	08:05	12:27	12:30	05:05		
3						
4						
5	Saturday					
6	Sunday					
7	07:43	12:08	12:42	05:07		
8	08:00					
9	07:49	12:26	12:35	05:06		
10		12:25	12:32	05:05		
11	08:00	12:04	12:54	05:07		
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16	07:45	12:24	12:48	05:05		
17	08:04	12:25	12:35			
18						
19	Saturday					
20	Sunday					
21						
22	07:53					
23	07:52	12:04	12:54	05:04		
24	08:01	12:07	01:03	05:06		
25						
26	Saturday					
27	Sunday					
28	07:56	12:13	12:37	05:07		
29	07:54	12:13	12:57			
30	07:51	12:30	12:35	05:03		
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