

**DAILY TIME RECORD**

-----o0o-----

Bantilan, Edsa B.  
(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	08:16	12:31	12:32	05:03		
3						
4		12:57				
5	Saturday					
6	Sunday					
7	07:53	12:10	12:41	05:06		
8	08:35	11:52				
9	08:32	12:30	12:31			
10		12:25	12:54			
11	08:25	12:17	12:54			
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17	08:37	12:28	12:56			
18	08:22	12:04				
19	Saturday					
20	Sunday					
21	08:06	12:55				
22	08:09	12:04	12:44	05:00		
23	08:37	12:18	12:46	05:04		
24	08:40	12:11	12:51	05:00		
25						
26	Saturday					
27	Sunday					
28						
29		12:32	12:36	05:10		
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.