

**DAILY TIME RECORD**

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Loayon, Edward Q.  
(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	07:17	12:09	01:15	05:01		
3	07:20	12:00	01:04	05:00		
4	07:50					
5						
6	07:55		12:42	05:00		
7	Saturday					
8	Sunday					
9						
10	07:50		12:57	05:00		
11	07:57	12:00	12:34			
12	07:59		12:57	05:03		
13	07:59	12:05	12:35			
14	Saturday					
15	Sunday					
16	07:26		12:34	05:03		
17	08:01	12:02	12:42			
18	07:50	12:17	01:04	05:00		
19	07:53	12:10	12:56	05:01		
20	08:04	12:07	12:42	05:04		
21	Saturday					
22	Sunday					
23	07:52	12:01	12:48	05:00		
24	07:39	12:41		05:00		
25	07:29	12:10	12:30	05:02		
26	07:59	12:37	12:54	05:00		
27	08:08	12:06	12:33	05:01		
28	Saturday					
29	Sunday					
30	07:50	12:00	01:02	05:00		

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