

**DAILY TIME RECORD**

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Odtojan, Jackeyln  
(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						
3						
4						
5	Saturday					
6	Sunday					
7						
8						
9						
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19	Saturday					
20	Sunday					
21						
22						
23	08:46					
24	07:45	12:06	12:46	05:04		
25	07:50	12:11		05:00		
26	Saturday					
27	Sunday					
28	07:48	12:14	12:40	05:04		
29	07:42	12:12	12:55	05:02		
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.