

**DAILY TIME RECORD**

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Yu, Geronides M.  
(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   | 07:59    | 12:10     | 12:43   | 05:06     |            |         |
| 3   | 08:05    | 12:06     | 12:40   | 05:06     |            |         |
| 4   | 07:53    | 12:03     | 12:44   |           |            |         |
| 5   | Saturday |           |         |           |            |         |
| 6   | Sunday   |           |         |           |            |         |
| 7   | 08:31    | 12:02     | 01:02   | 05:05     |            |         |
| 8   | 08:01    | 12:04     | 12:42   | 05:08     |            |         |
| 9   | 08:07    | 12:24     | 12:33   |           |            |         |
| 10  |          | 12:27     | 12:31   | 05:03     |            |         |
| 11  | 07:47    | 12:17     | 12:44   |           |            |         |
| 12  | Saturday |           |         |           |            |         |
| 13  | Sunday   |           |         |           |            |         |
| 14  | HOLIDAY  |           |         |           |            |         |
| 15  | HOLIDAY  |           |         |           |            |         |
| 16  | 07:50    | 12:02     | 01:05   | 05:01     |            |         |
| 17  | 07:58    | 12:02     | 12:54   |           |            |         |
| 18  | 08:06    | 12:02     | 12:35   | 05:00     |            |         |
| 19  | Saturday |           |         |           |            |         |
| 20  | Sunday   |           |         |           |            |         |
| 21  | 07:46    | 12:03     | 01:09   | 05:02     |            |         |
| 22  | 08:01    | 12:10     | 12:53   | 05:03     |            |         |
| 23  | 08:06    | 12:03     | 12:49   |           |            |         |
| 24  | 08:06    |           |         |           |            |         |
| 25  | 07:52    | 12:01     |         | 05:01     |            |         |
| 26  | Saturday |           |         |           |            |         |
| 27  | Sunday   |           |         |           |            |         |
| 28  | 07:51    | 12:12     | 01:00   | 05:03     |            |         |
| 29  |          |           |         |           |            |         |
| 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.