

**DAILY TIME RECORD**

-----o0o-----

Cea, Eleodoro Jr. P.  
(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	07:32					
3	07:20	12:03	12:40	05:01		
4	08:13	12:02	12:49			
5	Saturday					
6	Sunday					
7	07:19	12:06	12:40			
8	07:10	12:02	12:50	04:53		
9	08:03		12:37	05:00		
10			12:31			
11	07:37	12:01	12:42			
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17	07:26	12:01	12:40			
18						
19	Saturday					
20	Sunday					
21	07:32	12:02	12:41			
22	07:31	12:03	12:45	02:56		
23	07:47					
24	07:36	12:16	12:40	05:01		
25						
26	Saturday					
27	Sunday					
28	07:27	12:03	12:30			
29	07:56	12:12	12:42	05:00		
30	07:59	12:13	12:50	02:49		
31	08:16	12:04		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