

DAILY TIME RECORD

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Villanueva, Rodel M.
(Name)

For the month of May 1 - 15, 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	08:05	12:02	12:31	05:02		
3	07:45	12:05	12:32	05:02		
4	08:19	12:00	12:32			
5	Saturday					
6	Sunday					
7	07:29	12:01	12:32	05:01		
8	07:47	12:05	12:34	05:03		
9	08:13	12:01	12:38	05:03		
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
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.

(See instructions on back)

In Charge