

**DAILY TIME RECORD**

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Pasilan, Elsa 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	08:05					
3						
4						
5	Saturday					
6	Sunday					
7						
8						
9						
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18	08:02					
19	Saturday					
20	Sunday					
21						
22						
23						
24						
25						
26	Saturday					
27	Sunday					
28						
29	08:11					
30	07:58	12:00	12:59	05:04		
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.