

DAILY TIME RECORD

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Adlawan, Marilyn D.
(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	08:04	12:07				
3	08:02	12:15	12:49	05:06		
4	08:15	12:03	12:43			
5	Saturday					
6	Sunday					
7	07:59	12:03				
8	07:58	12:05	12:41	05:07		
9						
10		12:00	01:06	05:03		
11	08:10		12:39	05:07		
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19	Saturday					
20	Sunday					
21	07:46	12:11	12:50	02:47		
22	08:06	12:14	12:46	05:02		
23	08:07	12:20	12:54	05:05		
24	07:42	12:09	12:40	05:05		
25		12:04				
26	Saturday					
27	Sunday					
28	07:50	12:06	12:58	03:59		
29	08:03	12:12	12:49			
30	08:08		12:45	05:04		
31	08:11			05:02		

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.