

DAILY TIME RECORD

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Adlawan, Marilyn
(Name)

For the month of April 1-30, 2018

Official hours for arrival {Regular days _____

and departure {Saturdays _____

Day	A.M.		P.M.		Under-time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sunday					
2	08:18	12:00				
3	07:59	12:20	01:00	05:05		
4	08:01	12:19	12:33	05:03		
5	08:05	12:22	12:33	05:02		
6	08:09	12:06	12:45	05:01		
7	Saturday					
8	Sunday					
9						
10	08:08	12:16	12:53	05:03		
11	08:05	12:01	12:42	02:41		
12	08:02	12:23	12:34	05:02		
13						
14	Saturday					
15	Sunday					
16	07:55	12:16	12:31	05:03		
17	07:58	12:01	12:54			
18	08:18	12:05	12:40	05:03		
19	08:07	12:12	12:30	05:03		
20	08:03		01:10	05:05		
21	Saturday					
22	Sunday					
23	07:49	12:10	12:35			
24						
25	08:10	12:14	12:55	05:02		
26						
27	07:55	12:10	12:42	05:00		
28	Saturday					
29	Sunday					
30	07:58	12:03	01:07	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