

**DAILY TIME RECORD**

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Cabachete, Gresilda B.  
(Name)

For the month of May 16 - 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						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	07:58	12:01	12:58	05:02		
17	07:54	12:04	12:48			
18	07:50	12:01	12:57	05:02		
19	Saturday					
20	Sunday					
21	07:50	12:05	01:00	05:03		
22	07:41	12:02	12:40	05:02		
23	07:39	12:01	12:30			
24	07:50	12:02	12:49	05:04		
25	07:43	12:03		05:00		
26	Saturday					
27	Sunday					
28	07:48	12:02	12:58	05:08		
29	07:50	12:03	12:58	05:04		
30	07:35	12:02	12:56	05:03		
31	08:44					

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.