

**DAILY TIME RECORD**

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Torralba, Luzviminda C.  
(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	05:42	12:00	12:33	05:00		
17	05:51	12:00	12:32			
18	05:51	12:30		05:04		
19	Saturday					
20	Sunday					
21	05:50	12:00	12:30	05:00		
22	05:45	12:00	12:30	05:00		
23	05:57	12:00	12:30			
24	06:13	12:00	12:30	05:00		
25	05:47	12:00	12:30	05:01		
26	Saturday					
27	Sunday					
28	05:57			05:00		
29	05:59		12:57	05:02		
30	05:59			05:00		
31	05:59					

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.