

DAILY TIME RECORD

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Orbeso, Mindalina P.
(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	07:27	12:03	12:31	05:00		
3	07:41	12:02	12:35	05:00		
4	07:43	12:02	12:30	05:00		
5	07:39	12:08	12:38	05:00		
6	07:46	12:00	12:39	05:05		
7	Saturday					
8	Sunday					
9						
10	07:29	12:12	12:33	05:00		
11	07:48	12:00	12:34			
12	07:48		12:35	05:01		
13	07:44	12:07	01:00			
14	Saturday					
15	Sunday					
16	07:48	12:01				
17	07:40	12:01	12:30			
18	07:50	12:45		05:01		
19	07:45	12:01	12:31	05:00		
20	07:44	12:02	12:34	05:02		
21	Saturday					
22	Sunday					
23	07:33	12:02	12:31	05:00		
24	07:41	12:05	12:34	05:00		
25	07:24	12:05	12:32	05:00		
26	07:44	12:00	12:38	05:00		
27	07:38	12:24	12:40	05:00		
28	Saturday					
29	Sunday					
30	07:43	12:02	12:30			

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