

**DAILY TIME RECORD**

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Villanueva, Rodel M.  
(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			01:03	05:03		
17	07:52	12:08	12:34			
18	07:03	12:00	12:32	05:05		
19	Saturday					
20	Sunday					
21	07:40	12:01	12:54	05:00		
22	07:50	12:03	12:33	05:01		
23	07:31	12:01	12:33			
24	07:59	12:19	12:33	05:05		
25	08:02	12:07	12:34	05:03		
26	Saturday					
27	Sunday					
28	08:20	12:07	12:34	05:03		
29	07:55	12:10	12:32	05:03		
30	08:26	12:07	12:39	05:02		
31	08:08					

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.