

**DAILY TIME RECORD**

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Deluna, Rodgene A.  
(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						
3	08:05	12:00	01:01	05:07		
4	08:01	12:05	12:48	05:01		
5	08:05	12:04	12:56	05:04		
6	07:32	12:00	12:59	05:05		
7	Saturday					
8	Sunday					
9						
10	07:51	12:01	12:57	05:05		
11						
12						
13	07:55	12:00	12:58			
14	Saturday					
15	Sunday					
16	07:54	12:03	12:32	05:05		
17						
18						
19						
20	08:11	12:09	12:57	05:05		
21	Saturday					
22	Sunday					
23	07:56	12:01	12:44	05:04		
24	08:00	12:44		05:04		
25						
26						
27						
28	Saturday					
29	Sunday					
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