

**DAILY TIME RECORD**

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Taruc, Ann  
(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	07:43	12:09	12:40	05:05		
17	07:36	12:22	12:37			
18	07:47	12:04	01:02	05:02		
19	Saturday					
20	Sunday					
21	07:47	12:04	12:41	05:04		
22	07:51	12:01	12:37	05:04		
23	07:43	12:02	12:45			
24	07:41	12:04	12:41	05:05		
25	07:45	12:06	12:38	05:02		
26	Saturday					
27	Sunday					
28	07:51	12:03	12:33	05:05		
29	07:43	12:05	12:39	05:02		
30	07:46	12:04	12:37	05:00		
31	07:42	12:03				

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.