

**DAILY TIME RECORD**

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Yu, Lovely Shiela  
(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	07:59	12:04	12:45	05:00		
17	07:57	12:02	12:37			
18	08:06	12:04	12:47	05:03		
19	Saturday					
20	Sunday					
21	07:46	12:09	12:52	05:02		
22	08:00	12:02	12:45	05:04		
23	08:06	12:03	12:52			
24	08:05	12:03	01:05	05:00		
25	07:51	12:04		05:00		
26	Saturday					
27	Sunday					
28	07:51	12:06	12:58	05:04		
29	07:56	12:03	01:00	05:00		
30						
31						

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.