

**DAILY TIME RECORD**

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Larase, Richelyn M.  
(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	07:50	12:03	12:30	05:00		
3	07:58	12:01	12:41	05:00		
4	07:53	12:00	12:36	05:00		
5	07:56	12:02	12:37	05:01		
6	08:00	12:09	12:39	05:05		
7	Saturday					
8	Sunday					
9						
10	07:54	12:06	12:31	05:01		
11	07:59	12:02	12:34			
12	07:55		12:31			
13						
14	Saturday					
15	Sunday					
16	07:53	12:04	12:35	05:02		
17						
18						
19	07:56	12:03	12:43			
20	07:56	12:26	12:41	05:03		
21	Saturday					
22	Sunday					
23	07:49	12:02	12:34	05:00		
24	07:53			05:00		
25	07:58					
26	08:05	12:15	12:30	05:00		
27	08:01	12:14	12:56	05:00		
28	Saturday					
29	Sunday					
30	07:58	12:08	12:37	05:00		

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*