

DAILY TIME RECORD

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Torralba, Luzviminda C.
(Name)

For the month of May 1 - 15, 2018

Official hours for arrival {Regular days _____
and departure {Saturdays _____

Day	A.M.		P.M.		Under-time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	05:59	12:30		05:00		
3	06:01	12:00	12:30	05:00		
4	06:05	12:30				
5	Saturday					
6	Sunday					
7	05:45	12:00	12:30	05:01		
8	06:00			05:06		
9	06:02			05:06		
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
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.
