

**DAILY TIME RECORD**

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Canoy, Jomar  
(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  |          |           |         |           |            |         |
| 17  | 07:49    | 12:34     |         |           |            |         |
| 18  | 08:09    | 12:04     | 12:45   | 05:01     |            |         |
| 19  | Saturday |           |         |           |            |         |
| 20  | Sunday   |           |         |           |            |         |
| 21  | 07:41    | 12:11     | 12:32   | 05:03     |            |         |
| 22  | 07:42    | 12:03     | 12:48   |           |            |         |
| 23  | 07:48    |           | 12:39   |           |            |         |
| 24  | 07:53    |           |         | 05:04     |            |         |
| 25  | 08:05    | 12:01     | 12:39   | 05:01     |            |         |
| 26  | Saturday |           |         |           |            |         |
| 27  | Sunday   |           |         |           |            |         |
| 28  |          |           |         |           |            |         |
| 29  |          |           |         |           |            |         |
| 30  |          |           |         |           |            |         |
| 31  | 07:46    | 12:04     |         |           |            |         |

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.