

DAILY TIME RECORD

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Enderes, Merry Grace
(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	08:32	12:24	12:35	05:05		
17	08:03					
18						
19	Saturday					
20	Sunday					
21	07:56					
22						
23						
24	08:05	12:22	12:35	05:06		
25	08:08	11:58				
26	Saturday					
27	Sunday					
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.