

**DAILY TIME RECORD**

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Dejarne, Miguela S.  
(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   |          |           |         |           |            |         |
| 3   |          |           |         |           |            |         |
| 4   |          |           |         |           |            |         |
| 5   |          |           | 12:45   | 05:00     |            |         |
| 6   | 07:48    |           |         |           |            |         |
| 7   | Saturday |           |         |           |            |         |
| 8   | Sunday   |           |         |           |            |         |
| 9   |          |           |         |           |            |         |
| 10  |          |           |         |           |            |         |
| 11  | 07:55    | 12:07     | 12:30   |           |            |         |
| 12  | 07:42    |           | 12:08   |           |            |         |
| 13  | 07:25    | 12:19     | 12:44   |           |            |         |
| 14  | Saturday |           |         |           |            |         |
| 15  | Sunday   |           |         |           |            |         |
| 16  | 07:44    | 12:00     | 12:53   | 05:05     |            |         |
| 17  | 07:58    | 12:02     | 12:39   |           |            |         |
| 18  | 07:59    | 12:00     | 01:02   | 05:04     |            |         |
| 19  | 08:02    | 12:08     | 12:53   |           |            |         |
| 20  | 07:51    | 12:10     | 12:46   | 05:03     |            |         |
| 21  | Saturday |           |         |           |            |         |
| 22  | Sunday   |           |         |           |            |         |
| 23  | 07:43    |           |         |           |            |         |
| 24  |          |           |         |           |            |         |
| 25  | 08:00    |           |         |           |            |         |
| 26  | 07:52    | 12:27     | 12:30   | 05:05     |            |         |
| 27  | 07:46    | 12:01     | 12:44   | 05:07     |            |         |
| 28  | Saturday |           |         |           |            |         |
| 29  | Sunday   |           |         |           |            |         |
| 30  | 07:58    | 12:10     | 12:39   |           |            |         |

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*