

**DAILY TIME RECORD**

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Tigao, Jacqueline G.  
(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	07:51	12:04	01:02	05:06		
4						
5	07:59	12:11	01:00	05:07		
6						
7	Saturday					
8	Sunday					
9						
10	08:02	12:03	12:59	05:05		
11	08:02	12:03	12:53			
12	07:55		12:55	05:07		
13	08:11	12:02	12:57			
14	Saturday					
15	Sunday					
16	07:41			05:06		
17	08:00	12:11	12:36			
18	08:02	12:32	12:35	05:01		
19	08:00	12:03	12:56	05:03		
20	08:03	12:01	12:55	05:06		
21	Saturday					
22	Sunday					
23	07:52	12:26	12:31	05:07		
24	07:47					
25	07:54	12:24	01:25	05:03		
26	08:17	12:06				
27						
28	Saturday					
29	Sunday					
30		12:05				

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