

DAILY TIME RECORD

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Avila, Lemuel M.
(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	07:40					
3						
4	07:58	12:00	12:30	05:00		
5	07:56	12:04	12:31	05:01		
6	07:37	12:00	12:52	05:08		
7	Saturday					
8	Sunday					
9						
10	07:47					
11	07:46	12:01	12:48			
12						
13						
14	Saturday					
15	Sunday					
16	07:52	12:00	12:43	05:00		
17	07:52					
18	07:48	12:47		05:02		
19	07:42					
20		12:07	12:43	05:03		
21	Saturday					
22	Sunday					
23						
24						
25						
26						
27						
28	Saturday					
29	Sunday					
30	07:50	12:04	12:30			

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