

**DAILY TIME RECORD**

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Larase, Richelyn M.  
(Name)

For the month of May 1 - 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	HOLIDAY					
2	07:59	12:07	12:33	05:00		
3						
4	08:10					
5	Saturday					
6	Sunday					
7						
8	08:03	12:01		05:01		
9	08:04					
10		12:06	12:43	05:01		
11	08:02	12:19	12:38	05:08		
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16	08:31	12:05	12:45	05:00		
17	08:06	12:06	12:33			
18	08:04					
19	Saturday					
20	Sunday					
21						
22	08:09	12:09	12:56	05:00		
23	08:03	12:10	12:41			
24	07:59	12:04	12:30	05:00		
25						
26	Saturday					
27	Sunday					
28	07:53	12:05	12:34	05:00		
29	08:06	12:01	12:42	05:00		
30	08:12	12:44	12:45	05:00		
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.

(See instructions on back)

In Charge