

**DAILY TIME RECORD**

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Loayon, Edward Q.  
(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	08:00					
3						
4	07:57	12:07	12:54			
5	Saturday					
6	Sunday					
7	08:30	12:19	12:51	05:02		
8	07:35	12:03	12:56	05:02		
9	08:03	12:07	12:40	05:02		
10		12:06	12:52	05:03		
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16	07:40	12:14	12:51	05:01		
17	08:01	12:17	12:38			
18	07:52	12:05	12:47	05:02		
19	Saturday					
20	Sunday					
21	07:55					
22	07:42	12:00	12:52	05:00		
23	08:00	12:07	12:47			
24						
25				05:00		
26	Saturday					
27	Sunday					
28	07:39	12:05	01:03	05:02		
29	07:50			05:01		
30	07:55	12:14	12:47	05:00		
31	07:50	12:03		05:02		

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