

DAILY TIME RECORD

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Capilitan, Romeo F.
(Name)

For the month of May 16 - 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						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	07:07			05:01		
17	06:55					
18	07:11			05:01		
19	Saturday					
20	Sunday					
21	06:44					
22	07:10			05:00		
23	07:08					
24	07:18			05:04		
25	07:02			05:02		
26	Saturday					
27	Sunday					
28	07:06			05:01		
29	06:51			05:01		
30	07:07			05:01		
31	07:06					

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.