

**DAILY TIME RECORD**

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Yu, Lovely Shiela  
(Name)

For the month of May 1 - 15, 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	12:04	12:53	05:04		
3	08:00	12:14	12:45	05:05		
4	07:51	12:00	12:56			
5	Saturday					
6	Sunday					
7	08:31	12:19	12:50	05:03		
8	08:00	12:04	12:42	05:05		
9	07:59	12:26				
10						
11						
12	Saturday					
13	Sunday					
14	HOLIDAY					
15	HOLIDAY					
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
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