

**DAILY TIME RECORD**

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**Donnabel Dayapan Watson**

(NAME)

For the month of **December 1-19, 2013**Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
2	07:34	12:00	12:30	05:00		
3	07:26	12:00	12:41	05:01		
4	07:23	12:01	12:32	05:00		
5	07:32	12:01	12:38	05:00		
6	07:26	12:00	12:30	05:00		
7	SATURDAY					
8	SUNDAY					
9	07:24	12:00	12:31	05:03		
10	07:34	10:01	Undertime			
11	07:31	12:00	12:31	05:00		
12	07:40	12:00	Undertime			
13						
14	SATURDAY					
15	SUNDAY					
16						
17	Tardy	Tardy	01:03	05:02		
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.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (1x) 4 hrs 3 mins

Under time: (3x) 1 day 1 hr 59 mins

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