

DAILY TIME RECORD

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Wenifreda Javarez Arcegon
(NAME)For the month of **November 01-10, 2011**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	ALL SAINTS DAY					
2	08:30	12:00	12:40	05:00		
3	08:00	12:00	12:35	05:00		
4	08:30	12:00	12:40	05:00		
5	SATURDAY					
6	SUNDAY					
7	EID'L ADHA					
8	08:15	12:00	01:00	05:00		
9	08:20	12:00	12:35	05:00		
10	07:59	12:00	12:59	05:00		
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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.

ATTORNEY AGUSTIN M. ROCAMORA

City Administrator
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (4x) 1 hr 35 mins

Under time: (0x)

Over Time:

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