

**DAILY TIME RECORD**

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**Arwin Madera Tolentino**

(NAME)

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

| DAY | A.M.    |               | P.M.    |               | UNDER TIME |         |
|-----|---------|---------------|---------|---------------|------------|---------|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |
| 1   |         |               |         |               |            |         |
| 2   |         |               |         |               |            |         |
| 3   |         |               |         |               |            |         |
| 4   |         |               |         |               |            |         |
| 5   |         |               |         |               |            |         |
| 6   |         |               |         |               |            |         |
| 7   |         |               |         |               |            |         |
| 8   |         |               |         |               |            |         |
| 9   |         |               |         |               |            |         |
| 10  |         |               |         |               |            |         |
| 11  |         |               |         |               |            |         |
| 12  |         |               |         |               |            |         |
| 13  |         |               |         |               |            |         |
| 14  |         |               |         |               |            |         |
| 15  |         |               |         |               |            |         |
| 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.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week:

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| 2   |         |               |         |               |            |         |
| 3   |         |               |         |               |            |         |
| 4   |         |               |         |               |            |         |
| 5   |         |               |         |               |            |         |
| 6   |         |               |         |               |            |         |
| 7   |         |               |         |               |            |         |
| 8   |         |               |         |               |            |         |
| 9   |         |               |         |               |            |         |
| 10  |         |               |         |               |            |         |
| 11  |         |               |         |               |            |         |
| 12  |         |               |         |               |            |         |
| 13  |         |               |         |               |            |         |
| 14  |         |               |         |               |            |         |
| 15  |         |               |         |               |            |         |
| 16  |         |               |         |               |            |         |
| 17  |         |               |         |               |            |         |
| 18  |         |               |         |               |            |         |
| 19  |         |               |         |               |            |         |
| 20  |         |               |         |               |            |         |
| 21  |         |               |         |               |            |         |
| 22  |         |               |         |               |            |         |
| 23  |         |               |         |               |            |         |
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