CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

In Charge

(SEE INSTRUCTION ON BACK)

(0x)

(0x)

Tardiness:

Under time:

Over Time:

DAILY TIME RECORD

Florence N Bellido

In Charge

(SEE INSTRUCTION ON BACK)

(0x)

(0x)

Tardiness:

Under time:

Over Time:

Florence N Bellido (NAME)							Florence N Bellido (NAME)						
For the month of November 1-20, 2013								r the month of November 1-20, 2013					
Official hours for arrival { Regular days and departure { Saturdays							Official hours for arrival { Regular days and departure { Saturdays						
DAY	A.M.		P.M.		UNDER TIME		DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES		ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1 2 3 4	SATUR SUNDA						1 2 3 4	SATUR SUNDA					
5 6 7 8							5 6 7 8						
9 10 11 12	SATUR SUNDA						9 10 11 12	SATUR SUNDA					
13 14 15 16	SATUR	DAY					13 14 15 16	SATUR	DAY				
17 18 19	SUNDA						17 18 19 20	SUNDA					
20 21 22 23							21 22 23						
24 25 26 27							24 25 26 27						
28 29 30 31							28 29 30 31						
	Т	OTAL:					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. 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 pr	escribed off	ice hours.				/ERIFIED as	to the pr	rescribed off	ice hours.		