

**DAILY TIME RECORD**

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**Evelyn G. Lazo**

(NAME)

For the month of **January 01-31, 2012**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	NEW YEAR'S DAY					
2	08:04	12:03	12:55	05:02		
3	08:12	12:05	12:57	05:02		
4	08:26	12:07	12:54	05:01		
5	SPECIAL PRIVILEGE LEAVE(MC#6)					
6	SPECIAL PRIVILEGE LEAVE(MC#6)					
7	SATURDAY					
8	SUNDAY					
9	08:15	12:11	12:47	05:02		
10	08:16	12:03	12:48	05:01		
11	08:17	12:04	12:54	05:02		
12	08:08	12:07	12:56	05:01		
13	08:09	12:08	12:55	05:01		
14	SATURDAY					
15	SUNDAY					
16	07:54	12:08	12:53	05:01		
17	08:31	12:05	12:56	05:01		
18	08:15	12:05	12:55	05:01		
19	08:10	12:07	12:56	05:01		
20	08:04	12:10	12:58	05:02		
21	SATURDAY					
22	SUNDAY					
23	CHINESE NEW YEAR					
24	08:10	12:08	12:54	05:00		
25	08:17	12:05	12:53	05:01		
26	08:12	12:09	12:59	05:02		
27	08:10	12:03	12:50	05:01		
28	SATURDAY					
29	SUNDAY					
30	07:56	12:08	12:42	05:02		
31	08:19	12:08	12:47	05:01		

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.

RODRIGO E. OPIS  
PGDH-Provincial Assessor  
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (10x)

Under time: 3 hrs 55 mins

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