## **DAILY TIME RECORD**

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## Tristan Mark Sanidad

(NAME)

| For the month of | December 1-12 | 2013 |
|------------------|---------------|------|

Official hours for arrival { Regular days and departure { Saturdays

| DAY  ARRIVAL  ARRIVAL  BEPARTU RE  ARRIVAL  ARRIVAL  BEPARTU RE  HOURS  MINUTES  MINUTES  ARRIVAL  BEPARTU RE  HOURS  MINUTES  MINUTES  ARRIVAL  BEPARTU RE  HOURS  MINUTES  M |      |         |               |         |  |   |  |
|--|------|---------|---------------|---------|--|---|--|
| ARRIVAL DEPARTU RE HOURS MINUTES  1 SUNDAY  2  | DAY  | A.M.    |               | P.M.    |  |   |  |
| 2  | 5.11 | ARRIVAL | DEPARTU<br>RE | ARRIVAL |  |   |  |
| 3 4 5 6 7 SATURDAY 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 1    | SUNDA   | Υ             |         |  |   |  |
| 4  | 2    |         |               |         |  |   |  |
| 5  | 3    |         |               |         |  |   |  |
| 6  | 4    |         |               |         |  |   |  |
| 7 SATURDAY 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 5    |         |               |         |  |   |  |
| 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 6    |         |               |         |  |   |  |
| 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 7    | SATUR   | DAY           |         |  |   |  |
| 9 10 11 1 12 13 14 15 16 16 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19   | 8    | SUNDA   | Υ             |         |  |   |  |
| 11       12         13       14         15       16         17       18         19       19         20       21         21       22         23       24         25       26         27       28         29       30  | 9    |         |               |         |  |   |  |
| 12   | 10   |         |               |         |  |   |  |
| 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 11   |         |               |         |  |   |  |
| 14       15         16       17         18       19         20       19         21       19         22       10         23       10         24       10         25       10         26       10         27       10         28       10         30       10  | 12   |         |               |         |  |   |  |
| 15   | 13   |         |               |         |  |   |  |
| 16   | 14   |         |               |         |  |   |  |
| 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 15   |         |               |         |  |   |  |
| 18       19       20       21       22       23       24       25       26       27       28       29       30   | 16   |         |               |         |  |   |  |
| 19   | 17   |         |               |         |  |   |  |
| 20   | 18   |         |               |         |  |   |  |
| 21   | 19   |         |               |         |  |   |  |
| 22   | 20   |         |               |         |  |   |  |
| 23   | 21   |         |               |         |  |   |  |
| 24<br>25<br>26<br>27<br>28<br>29<br>30   | 22   |         |               |         |  |   |  |
| 25<br>26<br>27<br>28<br>29<br>30   | 23   |         |               |         |  |   |  |
| 26   | 24   |         |               |         |  |   |  |
| 27<br>28<br>29<br>30   | 25   |         |               |         |  |   |  |
| 28<br>29<br>30   | 26   |         |               |         |  |   |  |
| 29 30  | 27   |         |               |         |  |   |  |
| 30   | 28   |         |               |         |  |   |  |
|  | 29   |         |               |         |  |   |  |
| 31   | 30   |         |               |         |  |   |  |
|  | 31   |         | _             |         |  | _ |  |

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.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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## Tristan Mark Sanidad

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

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)

Over Time: