

DAILY TIME RECORD

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Rexie Tabang Martirez

(NAME)

For the month of **October, 2010**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	07:07	12:21	12:31	05:24		
2	SATURDAY					
3	SUNDAY					
4	08:30	12:00	12:10	05:03		
5	07:12	12:19	12:29	05:00		
6	07:01	12:01	12:11	05:00		
7	07:16	12:10	12:20	05:00		
8	07:07	12:00	12:10	05:00		
9	SATURDAY					
10	SUNDAY					
11	07:07	12:09	12:19	05:01		
12	07:26	12:03	12:13	05:00		
13	06:50	12:00	12:12	05:01		
14	07:08	12:03	12:13	05:15		
15	07:03	12:00	12:10	05:00		
16	SATURDAY					
17	SUNDAY					
18	VACATION LEAVE					
19	VACATION LEAVE					
20	VACATION LEAVE					
21	06:56	12:06	12:16	05:03		
22	07:00	12:31	12:41	05:00		
23	SATURDAY					
24	SUNDAY					
25	BARANGAY ELECTION					
26	07:04	12:00	12:10	05:28		
27	SICK LEAVE					
28	SICK LEAVE					
29	07:31	12:00	12:10	05:18		
30	SATURDAY					
31	SUNDAY					

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: (1x) 30 mins

Under time: (0x)

Over Time:

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