For the month of

DAILY TIME RECORD

Jovenee Cawaling Sagun

(NAME)

February, 2010

Official	hours	for	arrival	{	Regular	days
an	d dep	artu	re	{ ,	Saturdays	;

ARRIVAL DEPARTU RE ARRIVAL DEPARTU HOURS MINUTES 1 2 3 4 4 5 5 6 SATURDAY 7 SUNDAY 8 9 10 11 12 13 SATURDAY 14 SUNDAY 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	DAY	A.M.		P.M.		UNDER TIME	
2 3 4 5 6 SATURDAY 7 SUNDAY 8 9 10 11 12 13 SATURDAY 14 SUNDAY 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		ARRIVAL		ARRIVAL		HOURS	MINUTES
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4	2						
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28 29 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) CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

Jovenee Cawaling Sagun

(NAME)

For the month of February, 2010

Official hours for arrival { Regular days and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
DAT	ARRIVAL DEPARTU		ARRIVAL DEPARTU		HOURS MINUTES	
1		KE		RE		
2						
3						
4						
5						
6	SATUR	DAY				
7	SUNDA	Y				
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(SEE INSTRUCTION ON BACK)

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Under time: (0x)