

004022

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

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**Mylene Javarez Atienza**  
(NAME)For the month of **January 1-30, 2011**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	SUNDAY					
3	07:20	12:00	12:50	05:00		
4	08:43	12:10	12:40	05:00		
5	07:47	12:07	12:54	05:02		
6	07:54	12:01	12:12	05:00		
7	08:15	12:00	12:12	04:27		
8	SATURDAY					
9	SUNDAY					
10	07:47	12:00	12:10	05:00		
11	08:04	12:01	12:12	05:02		
12	08:03	12:02	01:00	05:02		
13	08:02	12:00	12:51	05:02		
14	08:15	12:24	12:41	05:00		
15	SATURDAY					
16	SUNDAY					
17	SPEC.PL		12:52	05:02		
18	07:51	12:15	12:49	05:01		
19	08:24	12:05	12:53	05:02		
20	07:51	12:00	12:40	05:02		
21	08:11	12:22	12:49	05:04		
22	SATURDAY					
23	SUNDAY					
24	07:56	12:12	12:24	05:02		
25	07:31	12:01	12:12	05:02		
26	07:47	12:00	01:14	05:01		
27	07:49	12:00	12:10	05:02		
28	07:52	12:22	12:32	05:02		
29	SATURDAY					
30	SUNDAY					
31						

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.

WENIFREDA J. ARCEGONO  
ACGDH II (Actg. City Personnel Officer)  
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

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