DAILY TIME RECORD

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(NAME)

Sheila O Tan	
Sheha O Tah	

For the month of November 1-20, 2013

Official hours for arrival { Regular days and departure { Saturdays

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

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

Sheila O Tan

(NAME)

For the month of

November 1-20, 2013

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						
2	SATUR	DAY				
3	SUNDA	Y				
4						
5						
6						
7						
8						
9	SATUR					
10	SUNDA	.Y				
11						
12						
13						
14						
15						
16	SATUR					
17	SUNDA	Y				
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
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.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: