DAILY TIME RECORD

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Josephine Marcelo

(NAME)

For the month of	December 1-12	. 2013

Official hours for arrival { Regular days and departure { Saturdays

DAY							
ARRIVAL DEPARTU RE HOURS MINUTES 1 SUNDAY	DAY	A.M.		P.M.			
1 SUNDAY 2 3 4 5 6 6 7 SATURDAY 8 SUNDAY 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DITT	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE		
2	1	SUNDA					
4	2						
5 6 7 SATURDAY 8 SUNDAY 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	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 14 15 16 16 17 18 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 21 21 22 23 24 25 26 27 28 29 30	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	22						
25	23						
26	24						
27 28 29 30	25						
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)

Over Time:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

Josephine Marcelo (NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
DAI	ARRIVAL	DEPARTU	ARRIVAL	DEPARTU	HOURS	MINUTES
1	SUNDA	RE V		RE		
2	SUNDA	. 1				
3						
4						
5						
6						
7	SATUR	DAY				
8	SUNDA					
9	SUNDA	. 1				
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11						
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31						

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TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: