DAILY TIME RECORD

Lorenzo, Jr. Alpajora Mancenido (NAME)

DAILY TIME RECORD

Lorenzo, Jr. Alpajora Mancenido

TIME

MINUTES

HOURS

For the month of	December 19-19, 2013	For the month of	December 19-19, 2013
Official hours for a	rrival { Regular days	Official hours for and departure	arrival { Regular days e { Saturdays

DAY

ARRIVAL

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
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.

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.

(SEE INSTRUCTION ON BACK)

In Charge

VERIFIED as to the prescribed office hours.

TOTAL:

VERIFIED as to the prescribed office hours.

TOTAL:

In	Charge
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(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

The system allow the 40 hrs a week

(0x)

1st week: 2nd week:

Under time:

3rd week: 4th week:

The system allow the 40 hrs a week

(0x)

(0x)

1st week: 2nd week: 3rd week: 4th week:

Tardiness:

Under time:

CIVIL SERVICE FORM NO. 48

(NAME)

Regular days Saturdays P.M. A.M. **UNDER**

ARRIVAL