

063075

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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**Melanie R. Ascano**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

063075

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

**Melanie R. Ascano**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
2						
3						
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7	SATURDAY					
8	SUNDAY					
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12	08:00	OB	OB	OB		
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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:

115161

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

**Johnny M. Buyagawon**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

115161

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

**Johnny M. Buyagawon**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

040652

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Rodrigo C. De Jesus

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

040652

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Rodrigo C. De Jesus

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

031255

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Honorato C. De Vera**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

031255

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Honorato C. De Vera**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

092661

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

**Marcelino Jr. G. Delson**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

092661

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

**Marcelino Jr. G. Delson**  
(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

051370

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Freddie O. Libatique

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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TOTAL : \_\_\_\_\_

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VERIFIED as to the prescribed office hours.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

051370

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Freddie O. Libatique

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

092178

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Rowena N. Libatique

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

092178

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Rowena N. Libatique

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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TOTAL : \_\_\_\_\_

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VERIFIED as to the prescribed office hours.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

120969

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Albert G. Olidan  
(NAME)For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

120969

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Albert G. Olidan  
(NAME)For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:



103160

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Alberto A. Pimentel

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

103160

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Alberto A. Pimentel

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
2						
3						
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7	SATURDAY					
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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:

032176

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Maraquita C. Ponchaohan**

(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

032176

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Maraquita C. Ponchaohan**

(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

011058

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Nicanor E. Reyno

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
2						
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7	SATURDAY					
8	SUNDAY					
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12	08:00	12:00	01:00	Undertime		
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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: (1x) 4 hrs

Over Time:

011058

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Nicanor E. Reyno

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
2						
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4						
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7	SATURDAY					
8	SUNDAY					
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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: (1x) 4 hrs

Over Time:

042554

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Venancio R. Sadang**

(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

042554

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Venancio R. Sadang**

(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

020562

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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Manolo V. Sagun  
(NAME)For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
8	SUNDAY					
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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:

020562

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Manolo V. Sagun  
(NAME)For the month of December 1-12, 2013Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

081484

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

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**William Jr. B. Serrano**

(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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7	SATURDAY					
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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:

081484

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

-----&lt;&gt;-----

**William Jr. B. Serrano**

(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	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

101078

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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Orlan O. Songcuan

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

101078

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Orlan O. Songcuan

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
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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:

122261

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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Romeo S. Valdez

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDAY					
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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:

122261

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

-----&lt;&gt;-----

Romeo S. Valdez

(NAME)

For the month of December 1-12, 2013Official hours for arrival { Regular days  
and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
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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: