

DAILY TIME RECORD

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Rodolfo Bulan Avila
(NAME)For the month of **December 19-19, 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 | | | | | | |
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| 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)

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week:

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|-----|---------|---------------|---------|---------------|------------|---------|
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