DAILY TIME RECORD

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Zenaida Arios Valdez,

(NAME)

| For the month of | December 1-15 | 2013 |
|------------------|---------------|------|

Official hours for arrival { Regular days and departure { Saturdays

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

Zenaida Arios Valdez,

(NAME)

For the month of **Dec**

December 1-15, 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 | SUNDA | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | SATUR | DAY | | | | |
| 8 | SUNDA | Y | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | SATUR | DAY | | | | |
| 15 | SUNDA | .Y | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
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| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |

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(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

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