# DAILY TIME RECORD

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## Rodrigo San Juan Badiola
(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 | DEPARTURE | ARRIVAL | DEPARTURE | HOURS | MINUTES |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
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| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 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: