

**DAILY TIME RECORD**

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**Leney Cortes Laygo**

(NAME)

For the month of **February 1-15, 2014**Official hours for arrival { Regular days  
and departure { Saturdays

| DAY | A.M.     |               | P.M.    |               | UNDER TIME |         |
|-----|----------|---------------|---------|---------------|------------|---------|
|     | ARRIVAL  | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |
| 1   | SATURDAY |               |         |               |            |         |
| 2   | SUNDAY   |               |         |               |            |         |
| 3   |          |               |         |               |            |         |
| 4   |          |               |         |               |            |         |
| 5   |          |               |         |               |            |         |
| 6   |          |               |         |               |            |         |
| 7   |          |               |         |               |            |         |
| 8   | SATURDAY |               |         |               |            |         |
| 9   | SUNDAY   |               |         |               |            |         |
| 10  |          |               |         |               |            |         |
| 11  |          |               |         |               |            |         |
| 12  |          |               |         |               |            |         |
| 13  | offset   | offset        | offset  | offset        |            |         |
| 14  |          |               |         |               |            |         |
| 15  | SATURDAY |               |         |               |            |         |
| 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)

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|-----|----------|---------------|---------|---------------|------------|---------|
|     | ARRIVAL  | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |
| 1   | SATURDAY |               |         |               |            |         |
| 2   | SUNDAY   |               |         |               |            |         |
| 3   |          |               |         |               |            |         |
| 4   |          |               |         |               |            |         |
| 5   |          |               |         |               |            |         |
| 6   |          |               |         |               |            |         |
| 7   |          |               |         |               |            |         |
| 8   | SATURDAY |               |         |               |            |         |
| 9   | SUNDAY   |               |         |               |            |         |
| 10  |          |               |         |               |            |         |
| 11  |          |               |         |               |            |         |
| 12  |          |               |         |               |            |         |
| 13  | offset   | offset        | offset  | offset        |            |         |
| 14  |          |               |         |               |            |         |
| 15  | SATURDAY |               |         |               |            |         |
| 16  |          |               |         |               |            |         |
| 17  |          |               |         |               |            |         |
| 18  |          |               |         |               |            |         |
| 19  |          |               |         |               |            |         |
| 20  |          |               |         |               |            |         |
| 21  |          |               |         |               |            |         |
| 22  |          |               |         |               |            |         |
| 23  |          |               |         |               |            |         |
| 24  |          |               |         |               |            |         |
| 25  |          |               |         |               |            |         |
| 26  |          |               |         |               |            |         |
| 27  |          |               |         |               |            |         |
| 28  |          |               |         |               |            |         |
| 29  |          |               |         |               |            |         |
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