

DAILY TIME RECORD

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Myleen Herrera Manalo
(NAME)For the month of **April 1-31, 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	07:37	12:00	12:33	05:00		
2	07:35	12:00	12:30	05:00		
3	07:30	12:00	12:32	05:00		
4	07:38	12:00	12:31	05:00		
5	07:37	12:00	12:30	05:00		
6	SATURDAY					
7	SUNDAY					
8	07:30	12:00	12:30	05:00		
9	DAY OF VALOR					
10	07:31	12:00	01:00	05:00		
11	07:25	12:09	12:40	05:00		
12	07:33	12:00	12:30	05:31		
13	SATURDAY					
14	SUNDAY					
15	07:24	12:00	12:31	05:00		
16	Official	Business	--20th R	CHRM		
17	Official	Business	--20th R	CHRM		
18	Official	Business	--20th R	CHRM		
19	Official	Business	--20th R	CHRM		
20	SATURDAY					
21	SUNDAY					
22	07:38	12:00	12:31	05:00		
23	07:30	12:00	12:34	05:00		
24	07:26	12:00	12:32	05:00		
25	07:32	12:00	12:33	05:00		
26	07:40	12:00	12:30	05:00		
27	SATURDAY					
28	SUNDAY					
29	07:26	12:00	12:32	05:00		
30	07:40	12:00	12:34	05:00		
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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