

004022

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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**Mylene Javarez Atienza**  
(NAME)

For the month of **November 1-30, 2010**

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   | ALL SOUL'S DAY |            |           |            |            |         |
| 2   | 07:52          | 12:02      | 12:23     | 05:00      |            |         |
| 3   | 07:54          | 12:44      | 01:00     | 05:07      |            |         |
| 4   | 07:49          | 12:07      | 12:17     | 05:02      |            |         |
| 5   | 10:08          | 12:00      | 01:00     | OB         |            |         |
| 6   | SATURDAY       |            |           |            |            |         |
| 7   | SUNDAY         |            |           |            |            |         |
| 8   | 07:37          | 12:37      | 12:52     | 05:01      |            |         |
| 9   | 07:54          | 12:00      | 01:00     | 04:16      |            |         |
| 10  | 07:53          | 12:04      | 12:14     | 05:03      |            |         |
| 11  | 08:03          | 12:01      | Undertime |            |            |         |
| 12  | 08:31          | 12:01      | 12:42     | 05:00      |            |         |
| 13  | SATURDAY       |            |           |            |            |         |
| 14  | SUNDAY         |            |           |            |            |         |
| 15  | 07:40          | 12:01      | 12:11     | 05:00      |            |         |
| 16  | HOLIDAY        |            |           |            |            |         |
| 17  | 07:55          | 12:01      | 12:48     | 05:00      |            |         |
| 18  | 07:52          | 12:30      | 12:40     | 05:02      |            |         |
| 19  | 07:53          | 12:00      | 12:10     | 05:00      |            |         |
| 20  | SATURDAY       |            |           |            |            |         |
| 21  | SUNDAY         |            |           |            |            |         |
| 22  | 07:35          | 12:01      | 12:11     | 05:00      |            |         |
| 23  | 07:46          | 12:01      | 12:26     | 05:02      |            |         |
| 24  | 10:15          | 12:01      | 12:11     | 05:00      |            |         |
| 25  | SICK LEAVE     |            |           |            |            |         |
| 26  | SICK LEAVE     |            |           |            |            |         |
| 27  | SATURDAY       |            |           |            |            |         |
| 28  | SUNDAY         |            |           |            |            |         |
| 29  | BONIFACIO DAY  |            |           |            |            |         |
| 30  | 07:45          | 12:23      | 12:33     | 05:02      |            |         |
| 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.

WENIFREDA J. ARCEGONO  
ACGDH II (Actg. City Personnel Officer)  
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (4x) 4 hrs 57 mins

Under time: (2x) 4 hrs 44 mins

Over Time:

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