

**DAILY TIME RECORD**

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**Ellen C. Almoro**  
(NAME)For the month of **May, 2012**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	LABOR DAY					
2						
3						
4						
5	SATURDAY					
6	SUNDAY					
7						
8						
9						
10						
11						
12	SATURDAY					
13	SUNDAY					
14						
15						
16						
17						
18						
19	SATURDAY					
20	SUNDAY					
21						
22						
23						
24						
25						
26	SATURDAY					
27	SUNDAY					
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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