

**DAILY TIME RECORD**

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**Debbie L. Medina**  
(NAME)For the month of **October 01-05, 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	08:25	12:26	Undertime			
2	08:17	12:26	12:47	05:02		
3	07:57	12:01	12:23	05:00		
4	08:16					
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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.

ATTY. DIOSCORO P. TIMTIMAN, JR.  
Supervising Administrative Officer, OIC  
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (3x)

Under time: 4 hrs 58 mins

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