

DAILY TIME RECORD

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Loreta Pasumbal Altez
(NAME)For the month of **March 1-12, 2014**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 | SATURDAY | | | | | |
| 2 | SUNDAY | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | SATURDAY | | | | | |
| 9 | SUNDAY | | | | | |
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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.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

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