

009011

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

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Joseph Delos Santos Abrea

(NAME)

For the month of **December 1-31, 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	07:38	12:05	12:18	05:01		
2	07:52	12:21	12:38	05:05		
3	07:48	12:01	12:11	05:02		
4	SATURDAY					
5	SUNDAY					
6	07:49	12:01	12:12	05:01		
7	07:38	12:08	12:31	05:01		
8	07:30	12:00	12:45	05:00		
9	SPECIAL PRIVILEGE LEAVE(MC#6)					
10	07:49	12:11	12:21	05:04		
11	SATURDAY					
12	SUNDAY					
13	07:34	12:01	12:13	05:02		
14	07:15	12:01	12:11	05:01		
15	07:47	12:00	12:26	05:02		
16	07:53	12:04	12:24	05:03		
17	07:49	12:00	12:45	05:00		
18	SATURDAY					
19	SUNDAY					
20	08:00	12:00	12:45	05:00		
21	07:43	12:01	12:48	05:00		
22	08:14	12:02	12:23	05:00		
23	07:51	12:01	12:13	05:11		
24	HOLIDAY					
25	CHRISTMAS DAY					
26	SUNDAY					
27	HOLIDAY					
28	07:28	12:12	12:27	05:08		
29	07:49	12:00	12:26	05:05		
30	07:30	12:13	01:04	05:00		
31	NEW YEAR'S EVE					

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.

RUBEN J. FRANCISCO
CGDH II (City Budget Officer II)
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (2x) 18 mins

Under time: (0x)

Over Time:

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