

**DAILY TIME RECORD**

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**Helen Carlos Lim**  
(NAME)For the month of **January, 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						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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21						
22						
23						
24						
25						
26						
27						
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.

**FELIMON SABAS**  
 City Dept Head  
*In Charge*

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time:

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