

## DAILY TIME RECORD

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**Perlita A. Abon,**  
(NAME)

For the month of **December 1-12, 2013**

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   | SUNDAY   |            |         |            |            |         |
| 2   |          |            |         |            |            |         |
| 3   |          |            |         |            |            |         |
| 4   |          |            |         |            |            |         |
| 5   |          |            |         |            |            |         |
| 6   |          |            |         |            |            |         |
| 7   | SATURDAY |            |         |            |            |         |
| 8   | SUNDAY   |            |         |            |            |         |
| 9   |          |            |         |            |            |         |
| 10  |          |            |         |            |            |         |
| 11  |          |            |         |            |            |         |
| 12  | 7::45    | 12:00      | 12:50   | 01:00      |            |         |
| 13  |          |            |         |            |            |         |
| 14  |          |            |         |            |            |         |
| 15  |          |            |         |            |            |         |
| 16  |          |            |         |            |            |         |
| 17  |          |            |         |            |            |         |
| 18  |          |            |         |            |            |         |
| 19  |          |            |         |            |            |         |
| 20  |          |            |         |            |            |         |
| 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.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (1x)

Under time: (0x)

Over Time:

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|-----|----------|------------|---------|------------|------------|---------|
|     | ARRIVAL  | DEPARTU RE | ARRIVAL | DEPARTU RE | HOURS      | MINUTES |
| 1   | SUNDAY   |            |         |            |            |         |
| 2   |          |            |         |            |            |         |
| 3   |          |            |         |            |            |         |
| 4   |          |            |         |            |            |         |
| 5   |          |            |         |            |            |         |
| 6   |          |            |         |            |            |         |
| 7   | SATURDAY |            |         |            |            |         |
| 8   | SUNDAY   |            |         |            |            |         |
| 9   |          |            |         |            |            |         |
| 10  |          |            |         |            |            |         |
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| 15  |          |            |         |            |            |         |
| 16  |          |            |         |            |            |         |
| 17  |          |            |         |            |            |         |
| 18  |          |            |         |            |            |         |
| 19  |          |            |         |            |            |         |
| 20  |          |            |         |            |            |         |
| 21  |          |            |         |            |            |         |
| 22  |          |            |         |            |            |         |
| 23  |          |            |         |            |            |         |
| 24  |          |            |         |            |            |         |
| 25  |          |            |         |            |            |         |
| 26  |          |            |         |            |            |         |
| 27  |          |            |         |            |            |         |
| 28  |          |            |         |            |            |         |
| 29  |          |            |         |            |            |         |
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