CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD
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Fe Manalon Padilla
(NAME)

For the month of **February, 2011**

Official hours for arrival { *Regular days*
and departure   { *Saturdays*

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	07:50	12:05	12:35	05:02		
2	**08:10**	12:04	12:45	05:03		
3	07:56	12:04	12:15	05:05		
4	07:53	12:35	**01:18**	05:02		
5	SATURDAY					
6	SUNDAY					
7	07:48	12:15	12:41	05:04		
8	07:51	12:05	12:15	Undertime		
9						
1O						
11						
12	SATURDAY					
13	SUNDAY					
14						
15						
16						
17						
18						
19	SATURDAY					
20	SUNDAY					
21						
22						
23						
24						
25	EDSA REVOLUTION ANNIVERSARY					
26	SATURDAY					
27	SUNDAY					
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.*

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VERIFIED *as to the prescribed office hours.*

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (1x) 10 mins

Under time: (1x) 4 hrs

Over Time: