CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD
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Villamor T. Bacani
(NAME)

For the month of __December 1-31, 2013__

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

DAY	A.M. ARRIVAL	A.M. DEPARTURE	P.M. ARRIVAL	P.M. DEPARTURE	UNDER TIME HOURS	UNDER TIME MINUTES
1	SUNDAY					
2						
3						
4						
5						
6						
7	SATURDAY					
8	SUNDAY					
9						
1O						
11						
12	08:00	12:00	**01:00**	01:00		
13		12:00				
14	SATURDAY					
15	SUNDAY					
16	VACATION LEAVE					
17	VACATION LEAVE					
18	VACATION LEAVE					
19	VACATION LEAVE					
20	VACATION LEAVE					
21	SATURDAY					
22	SUNDAY					
23	VACATION LEAVE					
24						
25	CHRISTMAS DAY					
26						
27						
28	SATURDAY					
29	SUNDAY					
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: