

121857

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

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Clavelina S. Tolbe
(NAME)For the month of December 1-12, 2013Official 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						
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: (0x)

Under time: (0x)

Over Time:

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