

**DAILY TIME RECORD**

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**Mylene Javarez Atienza**

(NAME)

For the month of **May, 2010**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	SATURDAY					
2	SUNDAY					
3	HOLIDAY					
4	07:49	12:43	12:55	05:00		
5	07:50	12:02	12:46	05:04		
6	08:51	12:00	12:45	05:03		
7	VL	Tardy	12:50	17:00		
8	SATURDAY					
9	SUNDAY					
10	ELECTION DAY					
11	08:00	12:00	12:45	05:00		
12	VL	Tardy	12:51	17:00		
13	07:52	12:33	12:48	05:02		
14	08:00	12:00	12:45	05:00		
15	SATURDAY					
16	SUNDAY					
17	07:57	12:00	VL			
18	07:40	12:31	12:46	05:03		
19	07:58	12:49	12:59	05:02		
20	09:41	12:31	12:41	05:02		
21	08:24	12:40	12:51	05:02		
22	SATURDAY					
23	SUNDAY					
24	08:23	12:00	12:45	05:02		
25	08:36	12:33	12:43	05:00		
26	08:30	12:00	12:10	05:00		
27	07:55	12:26	12:41	05:01		
28	07:46	12:20	12:32	04:00		
29	SATURDAY					
30	SUNDAY					
31	07:30	12:26	12:59	05:03		

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: (6x) 4 hrs 25 mins

Under time: (1x) 1 hr

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