DAILY TIME RECORD

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Carlito Sabieto Manalo

(NAME)

For the month of	December 19-19	2013

Official hours for arrival { Regular days and departure { Saturdays

DAY ARRIVAL DEPARTU ARRIVAL DEPARTU RE HOURS MINUTES 1 2 3 4 5 6 7 8 9 100 11 12 13 14 15 16 17 18 18 19 20 21 22 23 24 25 26 27 28 29 30 31	111						
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1	DAY		· · · · · · · · · · · · · · · · · · ·			TIME	
2		ARRIVAL	RE RE	ARRIVAL	RE RE	HOURS	MINUTES
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4							
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28 29 30	26						
29 30	27						
30							
	29						
31	30						
	31						

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.

TOTAL:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

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Carlito Sabieto Manalo

(NAME)

For the month of December 19-19, 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						
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31						

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.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

The system allow the 40 hrs a week

(0x)

1st week: 2nd week:

Under time:

3rd week: 4th week:

7.05

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)
Under time: (0x)

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week: