

004002

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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Wenifreda Javarez Arcegon

(NAME)

For the month of December 1-31, 2012Official 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						
4						
5						
6	OB	OB	OB	OB		
7						
8	08:00	12:00				
9	SUNDAY					
10	Tardy	Tardy	12:55	05:00		
11						
12						
13						
14	08:00	12:00	xmas party			
15	SATURDAY					
16	SUNDAY					
17	Official Business	--Laguna				
18						
19						
20						
21	VACATION LEAVE					
22	SATURDAY					
23	SUNDAY					
24						
25	CHRISTMAS DAY					
26						
27						
28						
29	SATURDAY					
30	RIZAL DAY					
31	LAST DAY OF THE YEAR					

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.

ATTORNEY AGUSTIN M. ROCAMORA

City Administrator

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (1x) 4 hrs

Under time: (0x)

Over Time: 8 Hrs

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