CIVIL SERVICE FORM NO. 48

# DAILY TIME RECORD
--------<>---------

### Juliet Mendoza Diozo
(NAME)

*For the month of* __December 12-12, 2013__

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

| DAY | A.M. | | P.M. | | UNDER TIME | |
|---|---|---|---|---|---|---|
| | ARRIVAL | DEPARTURE | ARRIVAL | DEPARTURE | HOURS | MINUTES |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 1O | | | | | | |
| 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: