

DAILY TIME RECORD

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Wenifreda Javarez Arcegon
(NAME)For the month of **November 1-31, 2012**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	ALL SAINTS DAY					
2	ADDITIONAL SPECIAL (NON-WORKING) DAY					
3	SATURDAY					
4	SUNDAY					
5						
6						
7						
8						
9						
10	SATURDAY					
11	SUNDAY					
12						
13						
14						
15						
16						
17	SATURDAY					
18	SUNDAY					
19						
20						
21						
22						
23						
24	SATURDAY					
25	SUNDAY					
26						
27						
28						
29						
30	BONIFACIO DAY					
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.

ATTORNEY AGUSTIN M. ROCAMORA

City Administrator
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

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