DAILY TIME RECORD

Rowena Zarate Santiago

(NAME)

For the month of	December	19_19	2013

Official hours for arrival { Regular days and departure { Saturdays

	A.M.		P.M.		UNDER		
DAY					TIME		
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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15							
16							
17							
18							
19							
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22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
	l .	l .	l .			l .	

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.

In Charge

VERIFIED as to the prescribed office hours.

(0x)

TOTAL:

Tardiness:

4th week:

VERIFIED as to the prescribed office hours.

31

In Charge

(SEE INSTRUCTION ON BACK) (SEE INSTRUCTION ON BACK)

> Tardiness: (0x)

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

The system allow the 40 hrs a week

1st week: 1st week:

2nd week:

3rd week: 3rd week:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

Rowena Zarate Santiago

(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	
DAI	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES	
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
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	21						
	22						
	23						
	24						
	25						
	26						
	27						
	28						
	29						
	20	1		1		1	1

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.

TOTAL:

The system allow the 40 hrs a week

2nd week:

4th week: