

DAILY TIME RECORD

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Alberto Jr Dayo Tina
(NAME)For the month of **January 1-31, 2014**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						
2	07:50	12:00	12:58	05:22		
3	07:53	12:01	12:52	05:22		
4	SATURDAY					
5	SUNDAY					
6	07:56	18:00	Undertime			
7	07:55	12:02	12:53	05:33		
8	07:58	17:09	01:00	12:49		
9	07:49	17:44	Undertime			
10	07:49	12:06	12:53	05:51		
11	07:35	16:05				
12	SUNDAY					
13	07:47	12:06	12:46	05:05		
14	07:55	12:10	12:46	05:07		
15	07:45	17:02	Undertime			
16	03:46	12:01	12:50	05:26		
17	07:47	12:00	12:54	06:17		
18	SATURDAY					
19	SUNDAY					
20	07:58	12:36	01:00	05:08		
21	07:55	12:01	12:55	06:10		
22	07:59	12:05	12:39	06:03		
23	07:43	12:02	12:51	05:01		
24	07:57	12:05	12:30	05:18		
25	SATURDAY					
26	SUNDAY					
27	07:56	12:02	12:55	06:45		
28						
29	07:59	17:19	12:59	05:18		
30	07:57	17:11	Undertime			
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: (5x) 2 days 4 hrs 11 mins

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