DAILY TIME RECORD

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

		\ /

(NAME)					(NAME)								
For the month of November 1-22, 2013					For the month of November 1-22, 2013								
Official hours for arrival { Regular days and departure { Saturdays			Official hours for arrival { Regular days and departure { Saturdays										
DAY	A.M.		P.M.		UNDER TIME		DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES		ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1 2 3	SATUR SUNDA						1 2 3	SATUR SUNDA					
4							4						
5 6							5 6						
7 8							7 8						
9	SATUR						9	SATUR					
10	SUNDA	ΛY					10	SUNDA	Y				
11 12							11 12						
13							13						
14 15							14 15						
16	SATUR						16	SATUR					
17 18	SUNDA	Υ					17 18	SUNDA	Y				
19							19						
20							20						
21 22							21 22						
23							23						
24 25							24 25						
26							26						
27							27						
28 29							28 29						
30							30						
31							31						
TOTAL:						T	OTAL:						
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. 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 pr	rescribed off	ice hours.				YERIFIED as	to the pr	escribed off	ice hours.		

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: