

DAILY TIME RECORD

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Zaida V. Aragon
(NAME)For the month of **January 01-31, 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	NEW YEAR'S DAY					
2	07:55	12:07	12:27	08:01		
3	08:12	12:09	12:40	08:02		
4	08:11	12:13	12:37	08:00		
5	08:32	12:03	12:26	08:00		
6	08:20	12:00	12:50	03:51		
7	SATURDAY					
8	06:08					
9	SICK LEAVE					
10	SICK LEAVE					
11	07:58	12:08	12:32	08:01		
12	08:14	12:14	12:34	08:00		
13	08:02	12:01	12:22	08:01		
14	09:00	12:00	01:00	05:00		
15	09:18	12:00	01:00	05:01		
16	08:07	12:12	12:32	10:00		
17	08:15	12:03	12:24	08:02		
18	08:05	12:09	12:29	08:02		
19	08:04	12:07	12:28	08:00		
20	08:03	12:06	12:37	08:01		
21	09:20	12:00	01:00	05:14		
22	09:26	12:18	01:00	05:00		
23	10:00	12:00	01:00	05:00		
24	08:21	12:18	12:41	05:00	05:01	12:00
25	06:52	12:00	12:28	08:02		
26	08:20	12:02	12:27	08:01		
27	08:18	12:20	12:50	07:02		
28	09:45	12:24	01:00	05:02		
29	10:06	12:00	01:00	05:00	05:01	12:00
30	06:28	12:07	12:32	08:01		
31	08:17	12:02	12:30	07:08		

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.

ANA MARIE M. NEPOMUCENO

OIC/Provincial Accountant

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (10x)

Under time: 4 hrs 30 mins

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