## **DAILY TIME RECORD**

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## Rosemarie T. Montemayor

(NAME)

| For the month of | Docombor 1 12  | 2013   |
|------------------|----------------|--------|
| For the month of | December 1-12, | , 2013 |

Official hours for arrival { Regular days and departure { Saturdays

| DAY   |      |         |               |         |               |  |  |
|---|------|---------|---------------|---------|---------------|--|--|
| ARRIVAL DEPARTU RE HOURS MINUTES  1 SUNDAY  | DAY  | A.M.    |               | P.M.    |               |  |  |
| 1 SUNDAY 2 3 4 5 6 6 7 SATURDAY 8 SUNDAY 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | DITT | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE |  |  |
| 2   | 1    | SUNDA   |               |         |               |  |  |
| 4   | 2    |         |               |         |               |  |  |
| 5 6 7 SATURDAY 8 SUNDAY 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | 3    |         |               |         |               |  |  |
| 6   | 4    |         |               |         |               |  |  |
| 7 SATURDAY 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 5    |         |               |         |               |  |  |
| 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 6    |         |               |         |               |  |  |
| 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 7    | SATUR   | DAY           |         |               |  |  |
| 9 10 11 1 12 13 14 14 15 16 16 17 18 18 19 19 19 19 19 19 19 19 19 19 19 19 19  | 8    | SUNDA   | Υ             |         |               |  |  |
| 11       12         13       14         15       16         17       18         19       19         20       21         21       22         23       24         25       26         27       28         29       30 | 9    |         |               |         |               |  |  |
| 12  | 10   |         |               |         |               |  |  |
| 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 11   |         |               |         |               |  |  |
| 14       15         16       17         18       19         20       21         21       22         23       24         25       26         27       28         29       30   | 12   |         |               |         |               |  |  |
| 15  | 13   |         |               |         |               |  |  |
| 16  | 14   |         |               |         |               |  |  |
| 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 15   |         |               |         |               |  |  |
| 18       19       20       21       22       23       24       25       26       27       28       29       30  | 16   |         |               |         |               |  |  |
| 19  | 17   |         |               |         |               |  |  |
| 20  | 18   |         |               |         |               |  |  |
| 21  | 19   |         |               |         |               |  |  |
| 22  | 20   |         |               |         |               |  |  |
| 23  | 21   |         |               |         |               |  |  |
| 24  | 22   |         |               |         |               |  |  |
| 25  | 23   |         |               |         |               |  |  |
| 26  | 24   |         |               |         |               |  |  |
| 27<br>28<br>29<br>30  | 25   |         |               |         |               |  |  |
| 28<br>29<br>30  | 26   |         |               |         |               |  |  |
| 29 30   | 27   |         |               |         |               |  |  |
| 30  | 28   |         |               |         |               |  |  |
|   | 29   |         |               |         |               |  |  |
| 31  | 30   | _       |               |         |               |  |  |
|   | 31   |         |               |         |               |  |  |

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.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

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## Rosemarie T. Montemayor

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.M.    |               | P.M.    |               | UNDER<br>TIME |         |
|-----|---------|---------------|---------|---------------|---------------|---------|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |
| 1   | SUNDA   | Y             |         |               |               |         |
| 2   |         |               |         |               |               |         |
| 3   |         |               |         |               |               |         |
| 4   |         |               |         |               |               |         |
| 5   |         |               |         |               |               |         |
| 6   |         |               |         |               |               |         |
| 7   | SATUR   | DAY           |         |               |               |         |
| 8   | SUNDA   | Y             |         |               |               |         |
| 9   |         |               |         |               |               |         |
| 10  |         |               |         |               |               |         |
| 11  |         |               |         |               |               |         |
| 12  |         |               |         |               |               |         |
| 13  |         |               |         |               |               |         |
| 14  |         |               |         |               |               |         |
| 15  |         |               |         |               |               |         |
| 16  |         |               |         |               |               |         |
| 17  |         |               |         |               |               |         |
| 18  |         |               |         |               |               |         |
| 19  |         |               |         |               |               |         |
| 20  |         |               |         |               |               |         |
| 21  |         |               |         |               |               |         |
| 22  |         |               |         |               |               |         |
| 23  |         |               |         |               |               |         |
| 24  |         |               |         |               |               |         |
| 25  |         |               |         |               |               |         |
| 26  |         |               |         |               |               |         |
| 27  |         |               |         |               |               |         |
| 28  |         |               |         |               |               |         |
| 29  |         |               |         |               |               |         |
| 30  |         |               |         |               |               |         |
| 31  | _       |               |         |               |               |         |

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TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: