

**DAILY TIME RECORD**

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**Charmaine Rose H. Isles**

(NAME)

For the month of **March 1-31, 2013**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	SATURDAY					
3	SUNDAY					
4						
5						
6						
7						
8						
9	SATURDAY					
10	SUNDAY					
11	07:54	12:01	12:46	05:03		
12	07:48	12:10	12:59	05:00		
13	07:58	12:03	12:45	05:07		
14	07:40	12:05	12:56	05:02		
15						
16	SATURDAY					
17	SUNDAY					
18	07:50	12:08	12:43	05:01		
19	07:49	12:01	12:50	05:10		
20						
21						
22						
23	SATURDAY					
24	SUNDAY					
25						
26						
27						
28						
29						
30	SATURDAY					
31	SUNDAY					

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: (0x)

Over Time:

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