

**DAILY TIME RECORD**

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**Elizabeth Villariba Bigyan**

(NAME)

For the month of **December 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	SUNDAY					
2						
3						
4						
5						
6						
7	SATURDAY					
8	SUNDAY					
9						
10						
11						
12						
13						
14	SATURDAY					
15	SUNDAY					
16						
17						
18						
19						
20						
21	SATURDAY					
22	SUNDAY					
23						
24						
25	CHRISTMAS DAY					
26	VACATION LEAVE					
27	VACATION LEAVE					
28	SATURDAY					
29	SUNDAY					
30						
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: (0x)

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