

**DAILY TIME RECORD**

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**Corazon Vergara Marasigan**

(NAME)

For the month of **December 1-19, 2013**Official hours for arrival { Regular days \_\_\_\_\_  
and departure { Saturdays \_\_\_\_\_

| DAY | A.M.     |               | P.M.      |               | UNDER TIME  |         |
|-----|----------|---------------|-----------|---------------|-------------|---------|
|     | ARRIVAL  | DEPARTU<br>RE | ARRIVAL   | DEPARTU<br>RE | HOURS       | MINUTES |
| 1   | OB       | OB            | 01:00     | 05:00         | Lucena City |         |
| 2   | OB       | OB            | OB        | OB            |             |         |
| 3   | Tardy    | Tardy         | OB        | OB            |             |         |
| 4   | 8::00    | 12:00         | Undertime |               |             |         |
| 5   | 8::00    | OB            | OB        | OB            | Lucena City |         |
| 6   | 8::00    | OB            | OB        | 05:00         |             |         |
| 7   | SATURDAY |               |           |               |             |         |
| 8   | SUNDAY   |               |           |               |             |         |
| 9   |          |               |           |               |             |         |
| 10  |          |               |           |               |             |         |
| 11  |          |               |           |               |             |         |
| 12  |          |               |           |               |             |         |
| 13  |          |               |           |               |             |         |
| 14  | SATURDAY |               |           |               |             |         |
| 15  | SUNDAY   |               |           |               |             |         |
| 16  |          |               |           |               |             |         |
| 17  |          |               |           |               |             |         |
| 18  |          |               |           |               |             |         |
| 19  |          |               |           |               |             |         |
| 20  |          |               |           |               |             |         |
| 21  |          |               |           |               |             |         |
| 22  |          |               |           |               |             |         |
| 23  |          |               |           |               |             |         |
| 24  |          |               |           |               |             |         |
| 25  |          |               |           |               |             |         |
| 26  |          |               |           |               |             |         |
| 27  |          |               |           |               |             |         |
| 28  |          |               |           |               |             |         |
| 29  |          |               |           |               |             |         |
| 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: (1x)

Under time: (1x) 4 hrs

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| 8   | SUNDAY   |               |           |               |             |         |
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| 10  |          |               |           |               |             |         |
| 11  |          |               |           |               |             |         |
| 12  |          |               |           |               |             |         |
| 13  |          |               |           |               |             |         |
| 14  | SATURDAY |               |           |               |             |         |
| 15  | SUNDAY   |               |           |               |             |         |
| 16  |          |               |           |               |             |         |
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| 18  |          |               |           |               |             |         |
| 19  |          |               |           |               |             |         |
| 20  |          |               |           |               |             |         |
| 21  |          |               |           |               |             |         |
| 22  |          |               |           |               |             |         |
| 23  |          |               |           |               |             |         |
| 24  |          |               |           |               |             |         |
| 25  |          |               |           |               |             |         |
| 26  |          |               |           |               |             |         |
| 27  |          |               |           |               |             |         |
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