DAILY TIME RECORD

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Charito Llamas Perez
(NAME)

For the month of **May, 2012**

Official hours for arrival **{** *Regular days* _____
and departure **{** *Saturdays* _____

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	LABOR DAY					
2	**10:23**	12:03	**03:51**	**03:51**		
3	**10:01**			05:07		
4	**09:09**			05:03		
5	SATURDAY					
6	SUNDAY					
7	**09:28**			05:27		
8	**08:31**			05:21		
9	07:10			05:25		
1O	**08:26**			05:23		
11	**08:31**	12:21	**05:07**	05:07		
12	SATURDAY					
13	SUNDAY					
14	**10:26**			06:02		
15	**08:19**					
16						
17						
18						
19	SATURDAY					
20	SUNDAY					
21						
22						
23						
24						
25						
26	SATURDAY					
27	SUNDAY					
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: (11x)2 days 2 hrs 12 mins

Under time: (1x) 1 hr 9 mins