CIVIL SERVICE FORM NO. 48

## DAILY TIME RECORD

CIVIL SERVICE FORM NO. 48

For the month of

## **DAILY TIME RECORD**

(N	AME)				

For the month of **December 1-12, 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	SUNDA	Υ					
2							
3							
4							
5							
6							
7	SATUR						
8	SUNDA	Υ					
9							
10							
11							
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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.

I CERTIFY on my honor that the above is a true and correct

In Charge

report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

TOTAL:

VERIFIED as to the prescribed office hours.

(0x)

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: Over Time:

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

(NAME)

**December 1-12, 2013** 

Official hours for arrival { Regular days and departure { Saturdays

DAY	A.M.		P.1	M.	UNDER TIME		
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES	
1	SUNDA	Y					
2							
3							
4							
5							
6							
7	SATUR	DAY					
8	SUNDA	Y					
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