

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Clark Garret Imperial De Ocampo**  
(NAME)For the month of **December 19-19, 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						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
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: (0x)

Under time: (0x)

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week:

**DAILY TIME RECORD**

-----&lt;&gt;-----

**Clark Garret Imperial De Ocampo**  
(NAME)For the month of **December 19-19, 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						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
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: (0x)

Under time: (0x)

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week: