DAILY TIME RECORD
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Primo Alexander Mendoza Aquino
(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	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
1O						
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: