DAILY TIME RECORD

Gemma Magata Malana

(NAME)

For the month of	December 1-15, 2013

Official hours for arrival { Regular days and departure { Saturdays

DAY							
ARRIVAL DEPARTU RE HOURS MINUTES 1 SUNDAY 2	DAY	A.M.		P.M.			
2	5.11	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE		
2	1	SUNDA	Y				
4	2						
5 6 7 SATURDAY 8 SUNDAY 9 10 11 12 13 14 SATURDAY 15 SUNDAY 16 17 18 19 19 10 10 11 18 19 19 10 10 10 11 11 12 12 13 14 15 SUNDAY 15 SUNDAY 16 17 18 18 19 19 10 10 10 10 10 10 10 10 10 10 10 10 10	3						
6	4						
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	5						
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	6						
9 10 11 12 13 14 SATURDAY 15 SUNDAY 16 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19	7	SATUR	DAY				
9 10 11 12 13 14 SATURDAY 15 SUNDAY 16 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19	8						
11	9						
12	10						
13 14 SATURDAY 15 SUNDAY 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	11						
14 SATURDAY 15 SUNDAY 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	12						
15 SUNDAY 16	13						
16 17 18 19 20 21 21 22 23 24 25 26 27 28 29 30	14	SATUR	DAY				
17 18 19 20 21 21 22 23 24 25 26 27 28 29 30	15	SUNDA	ΛY				
18 19 20 21 22 23 24 25 26 27 28 29 30	16						
19	17						
20	18						
21	19						
22	20						
23	21						
24	22						
25 26 27 28 29 30	23						
26	24						
27 28 29 30	25						
28 29 30	26						
29 30	27						
30							
	29						
31	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.

(0x)

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: Over Time:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

Gemma Magata Malana

For the month of **December 1-15, 2013**

(NAME)

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	Y				
2						
3						
4						,
5						
6						,
7	SATUR	DAY				
8	SUNDA	Y				
9						
10						
11						
12						
13						
14	SATUR	DAY				
15	SUNDA	Y				
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

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.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: