

**DAILY TIME RECORD**

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**Imelda Valderamos Manaog**

(NAME)

For the month of **January 1-31, 2014**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	07:23			04:05		
3						
4	SATURDAY					
5	SUNDAY					
6	07:57			02:22		
7	07:58			04:07		
8	07:46			04:01		
9	07:57			04:10		
10	07:41			04:04		
11	SATURDAY					
12	SUNDAY					
13	07:30			02:34		
14						
15	07:58			04:03		
16	07:50			02:22		
17	07:48			04:18		
18	SATURDAY					
19	SUNDAY					
20	07:44			04:07		
21	08:18			04:03		
22						
23	08:00			01:14		
24	07:57			02:27		
25	SATURDAY					
26	SUNDAY					
27	07:20			01:35		
28	08:03			04:09		
29						
30	07:52			04:01		
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:

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