

123070

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

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Ellen Grace S. Tolenada
(NAME)

For the month of **December 1-13, 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	SUNDAY					
2						
3						
4						
5						
6						
7	SATURDAY					
8	SUNDAY					
9						
10						
11	OB	OB	OB	OB		
12	08:00	01:00	01:00	Undertime		
13	08:00	12:00	01:00	05:00		
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: (2x) 1 day 7 hrs

Over Time:

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