

**DAILY TIME RECORD**

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**Myrna S. Sartillo**

(NAME)

For the month of **January 01-31, 2012**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   | NEW YEAR'S DAY                |            |         |            |            |         |
| 2   | SPECIAL PRIVILEGE LEAVE(MC#6) |            |         |            |            |         |
| 3   | SPECIAL PRIVILEGE LEAVE(MC#6) |            |         |            |            |         |
| 4   | 08:41                         | 12:04      | 12:28   | 05:00      |            |         |
| 5   | 08:29                         | 12:01      | 12:29   | 05:01      |            |         |
| 6   | 08:18                         | 12:02      | 12:24   | 05:00      |            |         |
| 7   | SATURDAY                      |            |         |            |            |         |
| 8   | SUNDAY                        |            |         |            |            |         |
| 9   | 08:07                         | 12:01      | 12:26   | 05:00      |            |         |
| 10  | 08:21                         | 12:00      | 12:22   | 05:00      |            |         |
| 11  | 08:33                         | 12:00      | 12:20   | 05:00      |            |         |
| 12  | 08:08                         | 12:01      | 12:28   | 05:00      |            |         |
| 13  | 08:36                         | 12:01      | 12:21   | 05:00      |            |         |
| 14  | SATURDAY                      |            |         |            |            |         |
| 15  | SUNDAY                        |            |         |            |            |         |
| 16  | 07:44                         | 12:02      | 12:22   | 05:00      |            |         |
| 17  | 08:22                         | 12:02      | 12:22   | 05:00      |            |         |
| 18  | 08:26                         | 12:10      | 12:30   | 05:00      |            |         |
| 19  | 08:25                         | 12:02      | 12:22   | 05:00      |            |         |
| 20  | 08:20                         | 12:04      | 12:27   | 05:00      |            |         |
| 21  | SATURDAY                      |            |         |            |            |         |
| 22  | SUNDAY                        |            |         |            |            |         |
| 23  | CHINESE NEW YEAR              |            |         |            |            |         |
| 24  | 08:19                         | 12:02      | 12:23   | 05:00      |            |         |
| 25  | 08:40                         | 12:02      | 12:30   | 05:00      |            |         |
| 26  | 08:17                         | 12:03      | 12:27   | 05:00      |            |         |
| 27  | 08:10                         | 12:03      | 12:23   | 05:00      |            |         |
| 28  | SATURDAY                      |            |         |            |            |         |
| 29  | SUNDAY                        |            |         |            |            |         |
| 30  | 08:03                         | 12:03      | 12:23   | 05:00      |            |         |
| 31  | 08:18                         | 12:02      | 12:23   | 05:00      |            |         |

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.

RODRIGO E. OPIS  
PGDH-Provincial Assessor  
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (14x)

Under time: 6 hrs 33 mins

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