

004013

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

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Helen Carlos Lim
(NAME)

For the month of **November 1-30, 2010**

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	ALL SOUL'S DAY					
2	08:07	12:05	12:17	05:02		
3	07:38	12:01	12:41	05:08		
4	07:42	12:00	12:19	05:22		
5	OB	OB	OB	OB		
6	SATURDAY					
7	SUNDAY					
8	07:45	12:00	01:00	05:07		
9	07:54	12:00	12:25	05:08		
10	07:50	12:00	12:29	05:06		
11	08:07	12:01	12:11	05:04		
12	07:55	12:47	12:58	05:02		
13	SATURDAY					
14	SUNDAY					
15	Tardy	Tardy	12:25	05:00		
16	HOLIDAY					
17	08:05	12:30	12:56	05:00		
18	07:56	12:14	Undertime			
19	07:49	12:04	12:20	05:00		
20	SATURDAY					
21	SUNDAY					
22	07:36	12:00	12:39	05:22		
23	08:25	12:18	12:33	05:15		
24	07:54	12:07	12:45	05:11		
25	SICK LEAVE					
26	SICK LEAVE					
27	SATURDAY					
28	SUNDAY					
29	BONIFACIO DAY					
30	07:43	12:08	12:18	05:07		
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.

WENIFREDA J. ARCEGONO
ACGDH II (Actg. City Personnel Officer)
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (5x) 4 hrs 44 mins

Under time: (1x) 4 hrs

Over Time:

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