

DAILY TIME RECORD

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Ricky Labotoy Salazar
(NAME)For the month of **May 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	LABOR DAY					
2	SPECIAL PRIVILEGE LEAVE(MC#6)					
3	06:57	OB	OB	OB		
4	OB	OB	OB	OB		
5	SATURDAY					
6	SUNDAY					
7	08:00	OB	OB	OB		
8	OB	OB	OB	OB		
9	OB	OB	OB	OB		
10	OB	OB	OB	OB		
11	OB	OB	OB	OB		
12	SATURDAY					
13	SUNDAY					
14	08:31	OB	OB	OB		
15	OB	OB	OB	OB		
16	OB	OB	OB	OB		
17	OB	OB	OB	OB		
18	OB	OB	OB	OB		
19	SATURDAY					
20	SUNDAY					
21	08:04	OB	OB	OB		
22	OB	OB	OB	OB		
23	OB	OB	OB	OB		
24	OB	OB	OB	OB		
25	OB	OB	OB	OB		
26	SATURDAY					
27	SUNDAY					
28	07:56	12:01	12:12	05:00		
29	OB	OB	OB	OB		
30	OB	OB	OB	OB		
31	OB	OB	OB	OB		

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.

ENGR. SERGIO C. RED, SR.
Engineer II (Officer-in-Charge)
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (2x) 35 mins

Under time: (0x)

Over Time:

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