#### DAILY TIME RECORD

# Sheryl De Jesus Ongwico

(NAME)

For the month of December 19-19, 2013

Official hours for arrival { Regular days and departure { Saturdays

	A.M.		P.M.		UNDER				
DAY					TIME				
2	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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24									
25									
26									
27									
28									
29									
30									
31									
	l .	l .	l .			l .			

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.

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:

CIVIL SERVICE FORM NO. 48

#### **DAILY TIME RECORD**

# Sheryl De Jesus Ongwico

(NAME)

For the month of December 19-19, 2013

Official hours for arrival { Regular days and departure { Saturdays

DAY											
ARRIVAL DEPARTU RE ARRIVAL DEPARTU HOURS MINUTES  1	DAY	A.M.		P.M.							
2 3 4 5 5 6 6 7 7 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9		ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE						
3 4 5 5 6 6 7 7 8 8 9 9 10 10 11 1 12 12 13 14 15 15 16 16 17 18 18 19 19 20 21 12 22 23 24 25 26 27 28 29 30	1										
4	2										
5 6 7 8 9 10 10 11 1 12 12 13 14 15 16 16 17 18 18 19 19 10 10 11 12 12 13 14 15 15 16 16 17 18 18 19 19 10 10 10 10 10 10 10 10 10 10 10 10 10	3										
6	4										
7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	5										
8       9         10       11         11       12         13       14         15       16         17       18         19       19         20       21         21       22         23       24         25       26         27       28         29       30	6										
9	7										
10	8										
11	9										
12	10										
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	11										
14       15       16       17       18       19       20       21       22       23       24       25       26       27       28       29       30	12										
15	13										
16	14										
17 18 19 20 21 22 23 24 25 26 27 28 29 30	15										
18       19       20       21       22       23       24       25       26       27       28       29       30	16										
19	17										
20	18										
21	19										
22 23 24 25 26 27 28 29 30	20										
23 24 25 26 27 28 29 30	21										
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25 26 27 28 29 30	23										
26	24										
27 28 29 30	25										
28 29 30	26										
29 30	27										
30	28										
	29			1							
31	30										
	31										

## In Charge

## (SEE INSTRUCTION ON BACK)

Tardiness:

(0x)

Under time:

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The system allow the 40 hrs a week

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