

**DAILY TIME RECORD**

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**Femelita Daganio Resuma**

(NAME)

For the month of **January, 2011**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	SUNDAY					
3						
4						
5						
6						
7						
8	SATURDAY					
9	SUNDAY					
10						
11						
12						
13						
14						
15	SATURDAY					
16	SUNDAY					
17						
18						
19						
20						
21						
22	SATURDAY					
23	SUNDAY					
24						
25						
26						
27						
28						
29	SATURDAY					
30	SUNDAY					
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: (0x)

Over Time:

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