

**DAILY TIME RECORD**

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**Wenifreda Javarez Arcegon**  
(NAME)For the month of **November 1-31, 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	ALL SAINTS DAY					
2	ADDITIONAL SPECIAL (NON-WORKING) DAY					
3	SATURDAY					
4	SUNDAY					
5						
6						
7						
8						
9						
10	SATURDAY					
11	SUNDAY					
12						
13						
14						
15						
16						
17	SATURDAY					
18	SUNDAY					
19						
20						
21						
22						
23						
24	SATURDAY					
25	SUNDAY					
26						
27						
28						
29						
30	BONIFACIO DAY					
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.

ATTORNEY AGUSTIN M. ROCAMORA

City Administrator  
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

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