DAILY TIME RECORD

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Jovenie C. Manlapaz

(NAME)

T (((
For the month of	December 1-12	. 2013

Official hours for arrival { Regular days and departure { Saturdays

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

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:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

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Jovenie C. Manlapaz

(NAME)

For the month of

December 1-12, 2013

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	SUNDA	Y				
2						
3						
4						
5						
6						
7	SATUR	DAY				
8	SUNDA	Y				
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30						
31						

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:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: