GUZMAN ROSIE A   **DE GUZMAN ROSIE A**   **DE**

CIVIL SERVICE FORM NO. 48   CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD
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(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	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	SUNDAY					
2						
3						
4						
5						
6						
7	SATURDAY					
8	SUNDAY					
9						
1O						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
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: