For the month of

#### **DAILY TIME RECORD**

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# Josefina America BuÑales

(NAME)

| (NAME)         |        |
|----------------|--------|
| December 19-19 | , 2013 |

Official hours for arrival { Regular days and departure { Saturdays

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

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:

CIVIL SERVICE FORM NO. 48

### **DAILY TIME RECORD**

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# Josefina America BuÑales

(NAME)

| For the month of | December 19-19 | . 201 |
|------------------|----------------|-------|
|                  |                |       |

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.M.    |               | P.M.    |               | UNDER<br>TIME |         |
|-----|---------|---------------|---------|---------------|---------------|---------|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |
| 1   |         | ALD           |         | , ALL         |               |         |
| 2   |         |               |         |               |               | -       |
| 3   |         |               |         |               |               | -       |
| 4   |         |               |         |               |               |         |
| 5   |         |               |         |               |               |         |
| 6   |         |               |         |               |               |         |
| 7   |         |               |         |               |               |         |
| 8   |         |               |         |               |               |         |
| 9   |         |               |         |               |               |         |
| 10  |         |               |         |               |               |         |
| 11  |         |               |         |               |               |         |
| 12  |         |               |         |               |               |         |
| 13  |         |               |         |               |               |         |
| 14  |         |               |         |               |               |         |
| 15  |         |               |         |               |               |         |
| 16  |         |               |         |               |               |         |
| 17  |         |               |         |               |               |         |
| 18  |         |               |         |               |               |         |
| 19  |         |               |         |               |               |         |
| 20  |         |               |         |               |               |         |
| 21  |         |               |         |               |               |         |
| 22  |         |               |         |               |               |         |
| 23  |         |               |         |               |               |         |
| 24  |         |               |         |               |               |         |
| 25  |         |               |         |               |               |         |
| 26  |         |               |         |               |               |         |
| 27  |         |               |         |               |               |         |
| 28  |         |               |         |               |               |         |
| 29  |         |               |         |               |               |         |
| 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)

The system allow the 40 hrs a week

(0x)

1st week:

Under time:

2nd week:

3rd week:

4th week:

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: