## **DAILY TIME RECORD**

-----<>-----

## Joel Espinosa Arceo

(NAME)

For the month of	December 19-19, 2013
-	

Official hours for arrival { Regular days and departure { Saturdays

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

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week:

CIVIL SERVICE FORM NO. 48

## **DAILY TIME RECORD**

-----<>-----

## Joel Espinosa Arceo

(NAME)

For the month of

December 19-19, 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						
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				<u> </u>		

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)

(0x)

Under time:

The system allow the 40 hrs a week

1st week:

2nd week:

3rd week:

4th week: