

DAILY TIME RECORD

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Rodolfo M. Labrador
(NAME)For the month of **May 01-31, 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	LABOR DAY					
2	07:39	12:00	12:20	05:00		
3	07:51	12:00	12:20	05:09		
4	07:39	12:00	12:20	05:00		
5	SATURDAY					
6	SUNDAY					
7	SICK LEAVE					
8	SICK LEAVE					
9	SICK LEAVE					
10	07:39	12:00	12:20	05:00		
11	07:37	12:00	12:20	05:00		
12	SATURDAY					
13	SUNDAY					
14	07:26	12:01	Undertime			
15	SICK LEAVE					
16	SICK LEAVE					
17	SICK LEAVE					
18	07:33	12:00	12:20	05:00		
19	SATURDAY					
20	SUNDAY					
21	07:48	12:00	12:20	05:00		
22	07:40	12:00	12:21	05:00		
23	07:41	12:00	12:20	05:02		
24						
25						
26	SATURDAY					
27	SUNDAY					
28						
29						
30						
31	VACATION LEAVE					

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.

CIRILO S. MONILLA, SR.,C.E.
PGDH-Provincial Engineer
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: 4 hrs

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Tardiness: (0x)

Under time: 4 hrs