DAILY TIME RECORD

(NAME)

Myra A. Santos

076

DAILY TIME RECORD

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Myra A. Santos

(NAME)

For the month of November 1-20, 2013							For the month of November 1-20, 2013							
Official hours for arrival { Regular days							Official hours for arrival { Regular days							
DAY	A.M.		P.M.		UNDER TIME		DAY	A.M.		P.M.		UNDER TIME		
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES		ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES	
1 2	SATUR	DAV					1 2	SATUR	DAY					
3	SUNDA						3	SUNDA						
4							4							
5							5							
6							6							
7							7							
8 9	SATUR	DAV					8	SATUR	DAV					
10	SUNDA						10	SUNDA						
11							11							
12							12							
13							13							
14							14							
15 16	SATUR	DAY					15 16	SATUR	DAY					
17	SUNDA						17	SUNDA						
18	BUILDI						18	BUTTE	-					
19							19							
20							20							
21							21							
22 23							22 23							
24							24							
25							25							
26							26							
27							27							
28							28							
29 30							29 30							
31							31							
TOTAL:								TOTAL:						
report	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. 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.

VERIFIED as to the prescribed office hours.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time: