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

# Melanie R. Ascano

(NAME)

| For the month of | December | 1-12. | 2013 |
|------------------|----------|-------|------|
| 2 0. 1.1001111 0 | December | 1-129 | 2013 |

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.      | M.            | P.1     | M.            | UNDER<br>TIME |         |
|-----|---------|---------------|---------|---------------|---------------|---------|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |
| 1   | SUNDA   | Υ             |         |               |               |         |
| 2   |         |               |         |               |               |         |
| 3   |         |               |         |               |               |         |
| 4   |         |               |         |               |               |         |
| 5   |         |               |         |               |               |         |
| 6   |         |               |         |               |               |         |
| 7   | SATUR   |               |         |               |               |         |
| 8   | SUNDA   | ΑY            |         |               |               |         |
| 9   |         |               |         |               |               |         |
| 10  |         |               |         |               |               |         |
| 11  |         |               |         |               |               |         |
| 12  | 08:00   | OB            | OB      | OB            |               |         |
| 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)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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Melanie R. Ascano (NAME)

For the month of

December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.:     | M.            | P.1     | M.            | UNDER<br>TIME |         |  |
|-----|---------|---------------|---------|---------------|---------------|---------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1   | SUNDA   |               |         |               |               |         |  |
| 2   |         |               |         |               |               |         |  |
| 3   |         |               |         |               |               |         |  |
| 4   |         |               |         |               |               |         |  |
| 5   |         |               |         |               |               |         |  |
| 6   |         |               |         |               |               |         |  |
| 7   | SATUR   | DAY           |         |               |               |         |  |
| 8   | SUNDA   | Y             |         |               |               |         |  |
| 9   |         |               |         |               |               |         |  |
| 10  |         |               |         |               |               |         |  |
| 11  |         |               |         |               |               |         |  |
| 12  | 08:00   | OB            | OB      | OB            |               |         |  |
| 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)

Under time: (0x)

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

# Johnny M. Buyagawon

(NAME)

| For the month of | December 1-12 | . 2013 |
|------------------|---------------|--------|
|                  |               |        |

Official hours for arrival { Regular days and departure { Saturdays

| DAY A.M. P.M.                     | UNDER<br>TIME |  |  |  |  |  |  |  |  |  |
|-----------------------------------|---------------|--|--|--|--|--|--|--|--|--|
| ARRIVAL DEPARTU RE ARRIVAL RE HOU | URS MINUTES   |  |  |  |  |  |  |  |  |  |
| 1 SUNDAY                          |               |  |  |  |  |  |  |  |  |  |
| 2                                 |               |  |  |  |  |  |  |  |  |  |
| 3                                 |               |  |  |  |  |  |  |  |  |  |
| 4                                 |               |  |  |  |  |  |  |  |  |  |
| 5                                 |               |  |  |  |  |  |  |  |  |  |
| 6                                 |               |  |  |  |  |  |  |  |  |  |
| 7 SATURDAY                        |               |  |  |  |  |  |  |  |  |  |
| 8 SUNDAY                          |               |  |  |  |  |  |  |  |  |  |
| 9                                 |               |  |  |  |  |  |  |  |  |  |
| 10                                |               |  |  |  |  |  |  |  |  |  |
| 11                                |               |  |  |  |  |  |  |  |  |  |
| 12 08:00                          |               |  |  |  |  |  |  |  |  |  |
| 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)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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### Johnny M. Buyagawon

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.1     | M.            | P.1     | M.            | UNDER<br>TIME |         |  |
|-----|---------|---------------|---------|---------------|---------------|---------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1   | SUNDA   |               |         |               |               |         |  |
| 2   |         |               |         |               |               |         |  |
| 3   |         |               |         |               |               |         |  |
| 4   |         |               |         |               |               |         |  |
| 5   |         |               |         |               |               |         |  |
| 6   |         |               |         |               |               |         |  |
| 7   | SATUR   | DAY           |         |               |               |         |  |
| 8   | SUNDA   |               |         |               |               |         |  |
| 9   |         |               |         |               |               |         |  |
| 10  |         |               |         |               |               |         |  |
| 11  |         |               |         |               |               |         |  |
| 12  | 08:00   |               |         |               |               |         |  |
| 13  |         |               |         |               |               |         |  |
| 14  |         |               |         |               |               |         |  |
| 15  |         |               |         |               |               |         |  |
| 16  |         |               |         |               |               |         |  |
| 17  |         |               |         |               |               |         |  |
| 18  |         |               |         |               |               |         |  |
| 19  |         |               |         |               |               |         |  |
| 20  |         |               |         |               |               |         |  |
| 21  |         |               |         |               |               |         |  |
| 22  |         |               |         |               |               |         |  |
| 23  |         |               |         |               |               |         |  |
| 24  |         |               |         |               |               |         |  |
| 25  |         |               |         |               |               |         |  |
| 26  |         |               |         |               |               |         |  |
| 27  |         |               |         |               |               |         |  |
| 28  |         |               |         |               |               |         |  |
| 29  |         |               |         |               |               |         |  |
| 30  |         |               |         |               |               |         |  |
| 31  |         |               |         |               |               |         |  |

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VERIFIED as to the prescribed office hours.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

and departure

### **DAILY TIME RECORD**

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

# Rodrigo C. De Jesus

(NAME)

| For the month of     | December 1-12, 2013   |
|----------------------|-----------------------|
|                      |                       |
| Official hours for a | rrival { Regular days |

{ Saturdays

| DAY | Α.      | M.            | P.1     | M.            | UNDER<br>TIME |         |  |
|-----|---------|---------------|---------|---------------|---------------|---------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1   | SUNDA   | Υ             |         |               |               |         |  |
| 2   |         |               |         |               |               |         |  |
| 3   |         |               |         |               |               |         |  |
| 4   |         |               |         |               |               |         |  |
| 5   |         |               |         |               |               |         |  |
| 6   |         |               |         |               |               |         |  |
| 7   | SATUR   |               |         |               |               |         |  |
| 8   | SUNDA   | Υ             |         |               |               |         |  |
| 9   |         |               |         |               |               |         |  |
| 10  |         |               |         |               |               |         |  |
| 11  |         |               |         |               |               |         |  |
| 12  | 08:00   |               |         |               |               |         |  |
| 13  |         |               |         |               |               |         |  |
| 14  |         |               |         |               |               |         |  |
| 15  |         |               |         |               |               |         |  |
| 16  |         |               |         |               |               |         |  |
| 17  |         |               |         |               |               |         |  |
| 18  |         |               |         |               |               |         |  |
| 19  |         |               |         |               |               |         |  |
| 20  |         |               |         |               |               |         |  |
| 21  |         |               |         |               |               |         |  |
| 22  |         |               |         |               |               |         |  |
| 23  |         |               |         |               |               |         |  |
| 24  |         |               |         |               |               |         |  |
| 25  |         |               |         |               |               |         |  |
| 26  |         |               |         |               |               |         |  |
| 27  |         |               |         |               |               |         |  |
| 28  |         |               |         |               |               |         |  |
| 29  |         |               |         |               |               |         |  |
| 30  |         |               |         |               |               |         |  |
| 31  |         |               |         |               |               |         |  |

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VERIFIED as to the prescribed office hours.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

------

Rodrigo C. De Jesus

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY  | A.      | M.            | P.1     | M.            | UNDER<br>TIME |  |  |
|------|---------|---------------|---------|---------------|---------------|--|--|
| Ditt | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS MINUTES |  |  |
| 1    | SUNDA   |               |         | KE            |               |  |  |
| 2    | BUILDI  | . 1           |         |               |               |  |  |
| 3    |         |               |         |               |               |  |  |
| 4    |         |               |         |               |               |  |  |
| 5    |         |               |         |               |               |  |  |
| 6    |         |               |         |               |               |  |  |
| 7    | SATUR   | DAY           |         |               |               |  |  |
| 8    | SUNDA   |               |         |               |               |  |  |
| 9    | 201121  |               |         |               |               |  |  |
| 10   |         |               |         |               |               |  |  |
| 11   |         |               |         |               |               |  |  |
| 12   | 08:00   |               |         |               |               |  |  |
| 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)

Under time: (0x)

-----

# Honorato C. De Vera

(NAME)

|                 | _            |          |       |        |
|-----------------|--------------|----------|-------|--------|
| For the month o | of <b>De</b> | cember 1 | 1-12. | . 2013 |

Official hours for arrival { Regular days and departure { Saturdays

| DAY  | A.      | M.            | P.1     | M.            | UNI<br>TII |         |  |
|------|---------|---------------|---------|---------------|------------|---------|--|
| 5.11 | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |  |
| 1    | SUNDA   | Υ             |         |               |            |         |  |
| 2    |         |               |         |               |            |         |  |
| 3    |         |               |         |               |            |         |  |
| 4    |         |               |         |               |            |         |  |
| 5    |         |               |         |               |            |         |  |
| 6    |         |               |         |               |            |         |  |
| 7    | SATUR   | DAY           |         |               |            |         |  |
| 8    | SUNDA   | Υ             |         |               |            |         |  |
| 9    |         |               |         |               |            |         |  |
| 10   |         |               |         |               |            |         |  |
| 11   |         |               |         |               |            |         |  |
| 12   | 08:00   |               |         |               |            |         |  |
| 13   |         |               |         |               |            |         |  |
| 14   |         |               |         |               |            |         |  |
| 15   |         |               |         |               |            |         |  |
| 16   |         |               |         |               |            |         |  |
| 17   |         |               |         |               |            |         |  |
| 18   |         |               |         |               |            |         |  |
| 19   |         |               |         |               |            |         |  |
| 20   |         |               |         |               |            |         |  |
| 21   |         |               |         |               |            |         |  |
| 22   |         |               |         |               |            |         |  |
| 23   |         |               |         |               |            |         |  |
| 24   |         |               |         |               |            |         |  |
| 25   |         |               |         |               |            |         |  |
| 26   |         |               |         |               |            |         |  |
| 27   |         |               |         |               |            |         |  |
| 28   | _       |               |         |               |            |         |  |
| 29   |         |               |         |               |            |         |  |
| 30   |         |               |         |               |            |         |  |
| 31   |         |               |         |               |            |         |  |
|      |         |               |         |               |            |         |  |

|        | I   | CERTI  | FY  | on   | my | honor   | that  | the  | above      | is c | i true | and   | correct |
|--------|-----|--------|-----|------|----|---------|-------|------|------------|------|--------|-------|---------|
| report | of  | the    | ho  | urs  | of | work    | pen   | form | ed, re     | cord | of     | which | i was   |
| mada   | Sai | for at | +60 | + 4. |    | of amia | af am | 1 6  | an antaina | fran | 4      | Gica  |         |

VERIFIED as to the prescribed office hours.

TOTAL:

### In Charge

### (SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

-----

## Honorato C. De Vera

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | Α.      | M.      | P.1      | M.      | UNDER<br>TIME |         |
|-----|---------|---------|----------|---------|---------------|---------|
| DAI | ARRIVAL | DEPARTU | ARRIVAL  | DEPARTU | HOURS         | MINUTES |
| 1   | SUNDA   | RE<br>V | 74447712 | RE      | 110010        |         |
| 2   | SUNDA   | . 1     |          |         |               |         |
| 3   |         |         |          |         |               |         |
| 4   |         |         |          |         |               |         |
| 5   |         |         |          |         |               |         |
| 6   |         |         |          |         |               |         |
| 7   | SATUR   | DAY     |          |         |               |         |
| 8   | SUNDA   |         |          |         |               |         |
| 9   | BUNDI   | . 1     |          |         |               |         |
| 10  |         |         |          |         |               |         |
| 11  |         |         |          |         |               |         |
| 12  | 08:00   |         |          |         |               |         |
| 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)

Under time: (0x)

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## Marcelino Jr. G. Delson

(NAME)

| T ( ( (          |               |        |
|------------------|---------------|--------|
| For the month of | December 1-12 | . 2013 |

Official hours for arrival { Regular days and departure { Saturdays

| DAY   |      |         |               |         |               |   |
|---|------|---------|---------------|---------|---------------|---|
| ARRIVAL DEPARTU RE ARRIVAL RE HOURS MINUTES  1 SUNDAY   | DAY  | A.      | M.            | P.1     | M.            |   |
| 2 3 4 4 5 6 7 SATURDAY 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | Dill | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE |   |
| 3 4 5 6 7 SATURDAY 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 1    | SUNDA   | Υ             |         |               |   |
| 4   | 2    |         |               |         |               |   |
| 5 6 7 SATURDAY 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 18 19 20 21 22 23 24 25 26 27 28 29 30 10 10 10 10 10 10 10 10 10 10 10 10 10                                    | 3    |         |               |         |               |   |
| 6 7 SATURDAY 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 4    |         |               |         |               |   |
| 7 SATURDAY 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 5    |         |               |         |               |   |
| 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 6    |         |               |         |               |   |
| 8 SUNDAY 9 10 11 12 08:00 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 7    | SATUR   | DAY           |         |               |   |
| 9 10 11 12 08:00 13 14 15 16 16 17 18 18 19 19 19 19 19 19 19 19 19 19 19 19 19   | 8    | SUNDA   | Υ             |         |               |   |
| 11  | 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   | 08:00   |               |         |               |   |
| 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 13   |         |               |         |               |   |
| 16  | 14   |         |               |         |               |   |
| 17 18 19 20 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<br>22<br>23<br>24<br>25<br>26<br>27<br>28<br>29<br>30  | 19   |         |               |         |               |   |
| 22 23 24 25 26 27 28 29 30 30 30 30 30 30 30 30 30 30 30 30 30  | 20   |         |               |         |               |   |
| 23  | 21   |         |               |         |               |   |
| 24  | 22   |         |               |         |               |   |
| 25  | 23   |         |               |         |               |   |
| 26  | 24   |         |               |         |               |   |
| 27<br>28<br>29<br>30  | 25   |         |               |         |               |   |
| 28<br>29<br>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.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)
Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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Marcelino Jr. G. Delson

(NAME)

For the month of **Dec** 

December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.      | A.M.          |         | P.M.          |       | UNDER<br>TIME |  |
|-----|---------|---------------|---------|---------------|-------|---------------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS | MINUTES       |  |
| 1   | SUNDA   | Y             |         |               |       |               |  |
| 2   |         |               |         |               |       |               |  |
| 3   |         |               |         |               |       |               |  |
| 4   |         |               |         |               |       |               |  |
| 5   |         |               |         |               |       |               |  |
| 6   |         |               |         |               |       |               |  |
| 7   | SATUR   |               |         |               |       |               |  |
| 8   | SUNDA   | Y             |         |               |       |               |  |
| 9   |         |               |         |               |       |               |  |
| 10  |         |               |         |               |       |               |  |
| 11  |         |               |         |               |       |               |  |
| 12  | 08:00   |               |         |               |       |               |  |
| 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)

Under time: (0x)

# Freddie O. Libatique

(NAME)

| For the month of | December 1 12  | 2013   |
|------------------|----------------|--------|
| For the month of | December 1-12. | , 2013 |

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.      | M.            | P.1     | M.            | UNI<br>Tin |         |
|-----|---------|---------------|---------|---------------|------------|---------|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |
| 1   | SUNDA   | Υ             |         |               |            |         |
| 2   |         |               |         |               |            |         |
| 3   |         |               |         |               |            |         |
| 4   |         |               |         |               |            |         |
| 5   |         |               |         |               |            |         |
| 6   |         |               |         |               |            |         |
| 7   | SATUR   |               |         |               |            |         |
| 8   | SUNDA   | ΛY            |         |               |            |         |
| 9   |         |               |         |               |            |         |
| 10  |         |               |         |               |            |         |
| 11  |         |               |         |               |            |         |
| 12  | 08:00   |               |         |               |            |         |
| 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.

(0x)

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: Over Time:

CIVIL SERVICE FORM NO. 48

### **DAILY TIME RECORD**

Freddie O. Libatique

(NAME)

For the month of **December 1-12, 2013** 

Official hours for arrival { Regular days and departure { Saturdays

| DAY      | A.      | M.            | P.1     | M.            |       | DER<br>ME |
|----------|---------|---------------|---------|---------------|-------|-----------|
|          | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS | MINUTES   |
| 1        | SUNDA   | Y.            |         |               |       |           |
| 2        |         |               |         |               |       |           |
| 3        |         |               |         |               |       |           |
| 4        |         |               |         |               |       |           |
| 5        |         |               |         |               |       |           |
| 6        |         |               |         |               |       |           |
| 7        | SATUR   |               |         |               |       |           |
| 8        | SUNDA   | Y             |         |               |       |           |
| 9        |         |               |         |               |       |           |
| 10       |         |               |         |               |       |           |
| 11       |         |               |         |               |       |           |
| 12       | 08:00   |               |         |               |       |           |
| 13       |         |               |         |               |       |           |
| 14       |         |               |         |               |       |           |
| 15       |         |               |         |               |       |           |
| 16       |         |               |         |               |       |           |
| 17       |         |               |         |               |       |           |
| 18       |         |               |         |               |       |           |
| 19       |         |               |         |               |       |           |
| 20       |         |               |         |               |       |           |
| 21       |         |               |         |               |       |           |
| 22       |         |               |         |               |       |           |
| 23<br>24 |         |               |         |               |       |           |
| 24<br>25 |         |               |         |               |       |           |
| 25<br>26 |         |               |         |               |       |           |
| 26       |         |               |         |               |       |           |
| 27       |         |               |         |               |       |           |
| 28<br>29 |         |               |         |               |       |           |
| 30       |         |               |         |               |       |           |
| 31       |         |               |         |               |       |           |
|          |         |               |         |               |       | L         |

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.

(0x)

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Over Time:

Under time:

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

# Rowena N. Libatique

(NAME)

|                 | _            |          |       |        |
|-----------------|--------------|----------|-------|--------|
| For the month o | of <b>De</b> | cember 1 | 1-12. | . 2013 |

Official hours for arrival { Regular days and departure { Saturdays

|          | 1       |               |         | 2             |            |           |
|----------|---------|---------------|---------|---------------|------------|-----------|
| DAY      | A.      | M.            | P.1     | M.            | UNI<br>TII | DER<br>ME |
|          | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES   |
| 1        | SUNDA   | Υ             |         |               |            |           |
| 2        |         |               |         |               |            |           |
| 3        |         |               |         |               |            |           |
| 4        |         |               |         |               |            |           |
| 5        |         |               |         |               |            |           |
| 6        |         |               |         |               |            |           |
| 7        | SATUR   |               |         |               |            |           |
| 8        | SUNDA   | λY            |         |               |            |           |
| 9        |         |               |         |               |            |           |
| 10       |         |               |         |               |            |           |
| 11       |         |               |         |               |            |           |
| 12       | 08:00   |               |         |               |            |           |
| 13       |         |               |         |               |            |           |
| 14       |         |               |         |               |            |           |
| 15       |         |               |         |               |            |           |
| 16       |         |               |         |               |            |           |
| 17       |         |               |         |               |            |           |
| 18       |         |               |         |               |            |           |
| 19<br>20 |         |               |         |               |            |           |
| 20       |         |               |         |               |            |           |
| 21       |         |               |         |               |            |           |
| 23       |         |               |         |               |            |           |
| 24       |         |               |         |               |            |           |
| 25       |         |               |         |               |            |           |
| 26       |         |               |         |               |            |           |
| 27       |         |               |         |               |            |           |
| 28       |         |               |         |               |            |           |
| 29       |         |               |         |               |            |           |
| 30       |         |               |         |               |            |           |
| 31       |         |               |         |               |            |           |
|          |         | ı             | ı       | ı             | ı          | l         |

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)
Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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

# Rowena N. Libatique

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.      |               | P.M.    |               | UNDER<br>TIME |         |
|-----|---------|---------------|---------|---------------|---------------|---------|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |
| 1   | SUNDA   | Y             |         |               |               |         |
| 2   |         |               |         |               |               |         |
| 3   |         |               |         |               |               |         |
| 4   |         |               |         |               |               |         |
| 5   |         |               |         |               |               |         |
| 6   |         |               |         |               |               |         |
| 7   | SATUR   | DAY           |         |               |               |         |
| 8   | SUNDA   | Y             |         |               |               |         |
| 9   |         |               |         |               |               |         |
| 10  |         |               |         |               |               |         |
| 11  |         |               |         |               |               |         |
| 12  | 08:00   |               |         |               |               |         |
| 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.

(0x)

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Over Time:

Under time:

----<>-----

# Albert G. Olidan

(NAME)

| For the month of | December 1-12 | . 2013 |
|------------------|---------------|--------|

Official hours for arrival { Regular days and departure { Saturdays

| DAY  | A.      | M.            | P.1     | M.            | UNI<br>Tin |         |
|------|---------|---------------|---------|---------------|------------|---------|
| DITT | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |
| 1    | SUNDA   |               |         |               |            |         |
| 2    |         |               |         |               |            |         |
| 3    |         |               |         |               |            |         |
| 4    |         |               |         |               |            |         |
| 5    |         |               |         |               |            |         |
| 6    |         |               |         |               |            |         |
| 7    | SATUR   | DAY           |         |               |            |         |
| 8    | SUNDA   | Υ             |         |               |            |         |
| 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)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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Albert G. Olidan (NAME)

For the month of

**December 1-12, 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   | SUNDA   | Y             |         |               |               |          |
| 2   |         |               |         |               |               |          |
| 3   |         |               |         |               |               |          |
| 4   |         |               |         |               |               |          |
| 5   |         |               |         |               |               |          |
| 6   |         |               |         |               |               |          |
| 7   | SATUR   |               |         |               |               |          |
| 8   | SUNDA   | Y             |         |               |               |          |
| 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)

Under time: (0x)

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

# Alberto A. Pimentel

(NAME)

| For the month of | December 1-12 | . 2013 |
|------------------|---------------|--------|

Official hours for arrival { Regular days and departure { Saturdays

| DAY  | A.      | M.            | P.1     | M.            | UNI<br>Tin |         |
|------|---------|---------------|---------|---------------|------------|---------|
| DITT | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS      | MINUTES |
| 1    | SUNDA   |               |         |               |            |         |
| 2    |         |               |         |               |            |         |
| 3    |         |               |         |               |            |         |
| 4    |         |               |         |               |            |         |
| 5    |         |               |         |               |            |         |
| 6    |         |               |         |               |            |         |
| 7    | SATUR   | DAY           |         |               |            |         |
| 8    | SUNDA   | Υ             |         |               |            |         |
| 9    |         |               |         |               |            |         |
| 10   |         |               |         |               |            |         |
| 11   |         |               |         |               |            |         |
| 12   |         |               |         |               |            |         |
| 13   |         |               |         |               |            |         |
| 14   |         |               |         |               |            |         |
| 15   |         |               |         |               |            |         |
| 16   |         |               |         |               |            |         |
| 17   |         |               |         |               |            |         |
| 18   |         |               |         |               |            |         |
| 19   |         |               |         |               |            |         |
| 20   |         |               |         |               |            |         |
| 21   |         |               |         |               |            |         |
| 22   |         |               |         |               |            |         |
| 23   |         |               |         |               |            |         |
| 24   |         |               |         |               |            |         |
| 25   |         |               |         |               |            |         |
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| 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.

(0x)

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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## Alberto A. Pimentel

(NAME)

For the month of December 1-12, 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   | SUNDA   | Y             |         |               |               |         |
| 2   |         |               |         |               |               |         |
| 3   |         |               |         |               |               |         |
| 4   |         |               |         |               |               |         |
| 5   |         |               |         |               |               |         |
| 6   |         |               |         |               |               |         |
| 7   | SATUR   |               |         |               |               |         |
| 8   | SUNDA   | Y             |         |               |               |         |
| 9   |         |               |         |               |               |         |
| 10  |         |               |         |               |               |         |
| 11  |         |               |         |               |               |         |
| 12  |         |               |         |               |               |         |
| 13  |         |               |         |               |               |         |
| 14  |         |               |         |               |               |         |
| 15  |         |               |         |               |               |         |
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| 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)

Under time: (0x)

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# Maraquita C. Ponchaohan

(NAME)

| For the | e month of                           | ecember 1-12, 2 | 013           |
|---------|--------------------------------------|-----------------|---------------|
|         | ıl hours for arriva<br>and departure |                 |               |
| DAY     | A.M.                                 | P.M.            | UNDER<br>TIME |

|     | A.M.    |               | P.M.    |               | UNDER |         |
|-----|---------|---------------|---------|---------------|-------|---------|
| DAY |         |               |         |               | TIME  |         |
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS | MINUTES |
| 1   | SUNDA   | Υ             |         |               |       |         |
| 2   |         |               |         |               |       |         |
| 3   |         |               |         |               |       |         |
| 4   |         |               |         |               |       |         |
| 5   |         |               |         |               |       |         |
| 6   |         |               |         |               |       |         |
| 7   | SATUR   |               |         |               |       |         |
| 8   | SUNDA   | Υ             |         |               |       |         |
| 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:

(SEE INSTRUCTION ON BACK)

In Charge

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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# Maraquita C. Ponchaohan

(NAME)

For the month of December 1-12, 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   | SUNDA   |               |         |               |       |         |
| 2   |         |               |         |               |       |         |
| 3   |         |               |         |               |       |         |
| 4   |         |               |         |               |       |         |
| 5   |         |               |         |               |       |         |
| 6   |         |               |         |               |       |         |
| 7   | SATUR   | DAY           |         |               |       |         |
| 8   | SUNDA   | Y             |         |               |       |         |
| 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)

Under time: (0x)

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# Nicanor E. Reyno

(NAME)

| <i>-</i>         |               |        |
|------------------|---------------|--------|
| For the month of | December 1-12 | . 2013 |

Official hours for arrival { Regular days and departure { Saturdays

| DAY  | A.M.    |               | P.M.    |               | UNDER<br>TIME |         |
|------|---------|---------------|---------|---------------|---------------|---------|
| 2.11 | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |
| 1    | SUNDA   | ·Υ            |         |               |               |         |
| 2    |         |               |         |               |               |         |
| 3    |         |               |         |               |               |         |
| 4    |         |               |         |               |               |         |
| 5    |         |               |         |               |               |         |
| 6    |         |               |         |               |               |         |
| 7    | SATUR   | DAY           |         |               |               |         |
| 8    | SUNDA   | Υ             |         |               |               |         |
| 9    |         |               |         |               |               |         |
| 10   |         |               |         |               |               |         |
| 11   |         |               |         |               |               |         |
| 12   | 08:00   | 12:00         | 01:00   | Underti       | me            |         |
| 13   |         |               |         |               |               |         |
| 14   |         |               |         |               |               |         |
| 15   |         |               |         |               |               |         |
| 16   |         |               |         |               |               |         |
| 17   |         |               |         |               |               |         |
| 18   |         |               |         |               |               |         |
| 19   |         |               |         |               |               |         |
| 20   |         |               |         |               |               |         |
| 21   |         |               |         |               |               |         |
| 22   |         |               |         |               |               |         |
| 23   |         |               |         |               |               |         |
| 24   |         |               |         |               |               |         |
| 25   |         |               |         |               |               |         |
| 26   |         |               |         |               |               |         |
| 27   |         |               |         |               |               |         |
| 28   |         |               |         |               |               |         |
| 29   |         |               |         |               |               |         |
| 30   |         |               |         |               |               |         |
| 31   |         |               |         |               |               |         |
|      | 1       | l             | l       | l             | l             | l       |

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)

Under time:

(1x) 4 hrs

Over Time:

CIVIL SERVICE FORM NO. 48

#### DAILY TIME RECORD

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# Nicanor E. Reyno

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

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:

31

(1x) 4 hrs

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## Venancio R. Sadang

(NAME)

| For the month of | December 1 12  | 2013   |
|------------------|----------------|--------|
| Tor the month of | December 1-12. | , ZUIS |

Official hours for arrival { Regular days and departure { Saturdays

|     | 1       |               |         |               |               |         |
|-----|---------|---------------|---------|---------------|---------------|---------|
| DAY | Α.      | M.            | P.M.    |               | UNDER<br>TIME |         |
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |
| 1   | SUNDA   | Υ             |         |               |               |         |
| 2   |         |               |         |               |               |         |
| 3   |         |               |         |               |               |         |
| 4   |         |               |         |               |               |         |
| 5   |         |               |         |               |               |         |
| 6   |         |               |         |               |               |         |
| 7   | SATUR   |               |         |               |               |         |
| 8   | SUNDA   | Υ             |         |               |               |         |
| 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)

(OX)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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### Venancio R. Sadang

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

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)

Under time: (0x)

Over Time:

31

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# Manolo V. Sagun

(NAME)

| For the month of | December 1-12 | . 2013 |
|------------------|---------------|--------|

Official hours for arrival { Regular days and departure { Saturdays

| DAY  | A.      | M.            | P.1     | M.            | UNDER<br>TIME |         |  |
|------|---------|---------------|---------|---------------|---------------|---------|--|
| DITT | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1    | SUNDA   |               |         |               |               |         |  |
| 2    |         |               |         |               |               |         |  |
| 3    |         |               |         |               |               |         |  |
| 4    |         |               |         |               |               |         |  |
| 5    |         |               |         |               |               |         |  |
| 6    |         |               |         |               |               |         |  |
| 7    | SATUR   | DAY           |         |               |               |         |  |
| 8    | SUNDA   | Υ             |         |               |               |         |  |
| 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.

(0x)

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time:
Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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Manolo V. Sagun

(NAME)

For the month of

December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.      | M.            | P.1     | M.            | UNDER<br>TIME |         |  |
|-----|---------|---------------|---------|---------------|---------------|---------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1   | SUNDA   | Y             |         |               |               |         |  |
| 2   |         |               |         |               |               |         |  |
| 3   |         |               |         |               |               |         |  |
| 4   |         |               |         |               |               |         |  |
| 5   |         |               |         |               |               |         |  |
| 6   |         |               |         |               |               |         |  |
| 7   | SATUR   |               |         |               |               |         |  |
| 8   | SUNDA   | Y             |         |               |               |         |  |
| 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)

Under time: (0x)

and departure

### DAILY TIME RECORD

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# William Jr. B. Serrano

(NAME)

| For the month of   | December 1-12, 2013    |
|--------------------|------------------------|
|                    |                        |
| Official hours for | arrival { Regular days |

{ Saturdays

|     | A.      | M.            | P.:     | M.            | UNDER |         |  |  |  |
|-----|---------|---------------|---------|---------------|-------|---------|--|--|--|
| DAY |         |               |         |               | TIME  |         |  |  |  |
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS | MINUTES |  |  |  |
| 1   | SUNDA   | Υ             |         |               |       |         |  |  |  |
| 2   |         |               |         |               |       |         |  |  |  |
| 3   |         |               |         |               |       |         |  |  |  |
| 4   |         |               |         |               |       |         |  |  |  |
| 5   |         |               |         |               |       |         |  |  |  |
| 6   |         |               |         |               |       |         |  |  |  |
| 7   | SATUR   | DAY           |         |               |       |         |  |  |  |
| 8   | SUNDA   | Υ             |         |               |       |         |  |  |  |
| 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)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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### William Jr. B. Serrano

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.:     | M.            | P.1     | M.            | UNDER<br>TIME |         |  |
|-----|---------|---------------|---------|---------------|---------------|---------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1   | SUNDA   |               |         |               |               |         |  |
| 2   |         |               |         |               |               |         |  |
| 3   |         |               |         |               |               |         |  |
| 4   |         |               |         |               |               |         |  |
| 5   |         |               |         |               |               |         |  |
| 6   |         |               |         |               |               |         |  |
| 7   | SATUR   | DAY           |         |               |               |         |  |
| 8   | SUNDA   | Y             |         |               |               |         |  |
| 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)

Under time: (0x)

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# Orlan O. Songcuan

(NAME)

| For the month of | December 1-12, 2013 |
|------------------|---------------------|
|                  |                     |

Official hours for arrival { Regular days and departure { Saturdays

| DAY                                      | TES |
|--|-----|
| 1 SUNDAY 2 3 4 5 6 7 SATURDAY 8 SUNDAY 9 | TES |
| 2 3 4 5 5 6 7 SATURDAY 8 SUNDAY 9        |     |
| 3 4 5 5 6 7 SATURDAY 8 SUNDAY 9          |     |
| 4  |     |
| 5 6 7 SATURDAY 8 SUNDAY 9                |     |
| 6 7 SATURDAY 8 SUNDAY 9                  |     |
| 7 SATURDAY<br>8 SUNDAY<br>9              |     |
| 8 SUNDAY<br>9                            |     |
| 9  |     |
| 9  |     |
| 10                                       |     |
|  |     |
| 11                                       |     |
| 12                                       |     |
| 13                                       |     |
| 14                                       |     |
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| 16                                       |     |
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| 18                                       |     |
| 19                                       |     |
| 20                                       |     |
| 21                                       |     |
| 22                                       |     |
| 23                                       |     |
| 24                                       |     |
| 25                                       |     |
| 26                                       |     |
| 27                                       |     |
| 28                                       |     |
| 29                                       |     |
| 30                                       |     |
| 31                                       |     |

|        | I CERTI  | FY on my | honor    | that the  | above is a    | true and correct |
|--------|----------|----------|----------|-----------|---------------|------------------|
| report | of the   | hours of | work     | , perform | ed, record    | of which was     |
| made   | daily at | the time | of arriv | al and de | eparture from | office.          |

VERIFIED as to the prescribed office hours.

TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (0x)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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Orlan O. Songcuan (NAME)

For the month of

December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

| DAY | A.M.    |               | P.1     | M.            | UNDER<br>TIME |         |  |
|-----|---------|---------------|---------|---------------|---------------|---------|--|
|     | ARRIVAL | DEPARTU<br>RE | ARRIVAL | DEPARTU<br>RE | HOURS         | MINUTES |  |
| 1   | SUNDA   | Y             |         |               |               |         |  |
| 2   |         |               |         |               |               | ,       |  |
| 3   |         |               |         |               |               |         |  |
| 4   |         |               |         |               |               | ,       |  |
| 5   |         |               |         |               |               |         |  |
| 6   |         |               |         |               |               | ,       |  |
| 7   | SATUR   | DAY           |         |               |               |         |  |
| 8   | SUNDA   | Y             |         |               |               | ,       |  |
| 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)

Under time: (0x)

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# Romeo S. Valdez

(NAME)

| For the month of | December 1. | -12 | 2013 |
|------------------|-------------|-----|------|

Official hours for arrival { Regular days and departure { Saturdays

| DAY   |      |       |     |         |    |  |  |  |
|---|------|-------|-----|---------|----|--|--|--|
| ARRIVAL DEPARTU RE HOURS MINUTES  1 SUNDAY  | DAY  | A.M.  |     | P.1     | M. |  |  |  |
| 2 3 4 5 6 7 SATURDAY 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 5.11 |       | RE  | ARRIVAL |    |  |  |  |
| 3 4 5 5 6 7 SATURDAY 8 SUNDAY 9 10 11 1 12 12 13 14 15 16 16 17 18 18 19 19 10 12 12 12 12 12 12 12 12 12 12 12 12 12   | 1    | SUNDA | Υ   |         |    |  |  |  |
| 4   | 2    |       |     |         |    |  |  |  |
| 5 6 7 SATURDAY 8 SUNDAY 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | 3    |       |     |         |    |  |  |  |
| 6   | 4    |       |     |         |    |  |  |  |
| 7 SATURDAY 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  | 5    |       |     |         |    |  |  |  |
| 8 SUNDAY 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 6    |       |     |         |    |  |  |  |
| 9   | 7    | SATUR | DAY |         |    |  |  |  |
| 9   | 8    | SUNDA | Y   |         |    |  |  |  |
| 11  | 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       19         21       19         22       19         23       19         24       19         25       19         26       19         27       19         28       19         30       19 | 12   |       |     |         |    |  |  |  |
| 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30   | 13   |       |     |         |    |  |  |  |
| 16  | 14   |       |     |         |    |  |  |  |
| 17 18 19 20 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  | 23   |       |     |         |    |  |  |  |
| 26  | 24   |       |     |         |    |  |  |  |
| 27<br>28<br>29<br>30  | 25   |       |     |         |    |  |  |  |
| 28<br>29<br>30  | 26   |       |     |         |    |  |  |  |
| 29 30   | 27   |       |     |         |    |  |  |  |
| 30  | 28   |       |     |         |    |  |  |  |
|   | 29   |       |     |         |    |  |  |  |
| 31  | 30   |       |     |         |    |  |  |  |
|   | 31   |       |     |         |    |  |  |  |

|        | I CE  | RTIF | <b>Y</b> 0 | n my | honor   | that  | the  | above    | is c | i true | and   | correct |
|--------|-------|------|------------|------|---------|-------|------|----------|------|--------|-------|---------|
| report | of :  | the  | hour.      | s of | work    | per   | form | ed, re   | cord | of 1   | which | was     |
| mada   | Saila | at . | +60        | tima | of amia | al am | 1 60 | martairo | fran | n off  | 200   |         |

e 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)

Under time: (0x)

Over Time:

CIVIL SERVICE FORM NO. 48

### DAILY TIME RECORD

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### Romeo S. Valdez

(NAME)

For the month of December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

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)

Under time: (0x)

Over Time:

31