## **DAILY TIME RECORD**

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## Teresa L. Ramos

(NAME)

For the month of	December	1-1	12.	2013

Official hours for arrival { Regular days and departure { Saturdays

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

I CERTIFY on my honor that the above is a true and correct report of the hours of work, performed, record of which was made daily at the time of arrival and departure from office.

**VERIFIED** as to the prescribed office hours.

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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Teresa L. Ramos (NAME)

For the month of

December 1-12, 2013

Official hours for arrival { Regular days and departure { Saturdays

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1	SUNDA	Y				
2						
3						
4						
5						
6						
7	SATUR	DAY				
8	SUNDA	Y				
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31						

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TOTAL:

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness:

(0x)

Under time:

(0x)

Over Time: