EMPLOYEE LOG SHEET



Human Resources and Administration Office

| Name | | | | | Period | | | |
|--|----------|------------------|--------------------|---------|------------|-------|---------|----------------|
| Department | | | | | Date Filed | | | |
| REGULAR HOURS | | | | | OVE | R TIM | | |
| DATE | | TIME IN | TI | IME OUT | TIME IN | Т | IME OUT | REMARKS IF ANY |
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| Name and signature of employee | | | | _ | | | | |
| Name | e anu si | ignature of emp | лоуев | = | | | Date | |
| APPROVED BY: | Immed | diate supervisor | for | | | | | |
| processing | | | Name and signature | | | | Date | |
| | | | | | | | | |
| NOTED BY : Human Resources for processing | | | Name and signature | | | | Date | |