Name:

For the month of

**Official Hour for Arrival and Departure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DAYS** | **A.M.** | | **P.M.** | | **REMARKS** |
| **IN** | **OUT** | **IN** | **OUT** |
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Regular Days: a.m. p.m.

TOTAL

Name:

For the month of

Official Hour for Arrival and Departure

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| DAYS | A.M. | | P.M. | | REMARKS |
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Regular Days: a.m. p.m. TOTAL