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

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