

**DAILY TIME RECORD**

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**Graciano Dela Cruz Jumaquio**

(NAME)

For the month of **July 01-31, 2012**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	SUNDAY					
2	08:13	12:03	12:40	05:08		
3	07:57	17:02	12:34			
4	07:52	12:03	12:35			
5	07:56	12:04	12:32	05:02		
6	08:10	17:03	12:34			
7	SATURDAY					
8	SUNDAY					
9	08:10	12:05	12:35	05:04		
10	07:36					
11						
12	08:01	12:08	12:45	05:09		
13	07:35	12:26	12:37	06:22		
14	SATURDAY					
15	SUNDAY					
16	07:58	12:00	12:52			
17	07:49	12:00	12:35	05:07		
18						
19	08:05	12:02	12:37	05:01		
20						
21	SATURDAY					
22	SUNDAY					
23	07:34	12:04	12:36	06:14		
24	07:37	12:15	12:34	05:03		
25	08:03	12:07	05:01			
26						
27	07:50	12:07	12:36			
28	SATURDAY					
29	SUNDAY					
30	07:59	12:08	12:34	05:16		
31	08:15	12:02	12:31			

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: (0x)

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