

Insular Life Cebu Business Centre

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### DAILY TIME RECORD

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|  |

(Name)

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| *For the month of* |  | |  |  |
| *Official hours for arrival and departure* | | *Regular days* |  | |
| *Saturdays* |  | |

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| Day | **A.M.** | | **P.M.** | | **Total Hours** | |
| **IN** | **OUT** | **IN** | **OUT** | **Hours** | **Minutes** |
| **1** |  |  |  |  |  |  |
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| **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.*

**Approved By:**

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**Unit Manager, TGP**

### DAILY TIME RECORD

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(Name)

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| *For the month of* |  | |  |  |
| *Official hours for arrival and departure* | | *Regular days* |  | |
| *Saturdays* |  | |

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| Day | **A.M.** | | **P.M.** | | **Total Hours** | |
| **IN** | **OUT** | **IN** | **OUT** | **Hours** | **Minutes** |
| **1** |  |  |  |  |  |  |
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| **31** |  |  |  |  |  |  |
| Total | | | | |  |  |

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**Unit Manager, TGP**