

Department of Computer and Information Sciences

School of Arts and Sciences

University of San Carlos

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| **DAILY JOURNAL** | | | | | | | |
| **Name** | |  | | | | | |
| **Company Name** | |  | | | | | |
| **Job Position** | |  | | | | | |
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| **Date** | **Time in** | | **Time out** | **Total hrs Worked** | **Work/ Task Information** | **Approved by:**  **Supervisor’s name** | **Supervisor’s signature** |
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**Grand Total Hours: \_\_\_\_\_\_\_\_\_**