*Civil Service Form No. 48 Civil Service Form No. 48*

# DAILY TIME RECORD

JUAN DELA CRUZ

### (Name)

*For the month of \_\_\_\_\_\_\_, 20*25

**DAILY TIME RECORD**

JUAN DELA CRUZ

***(Name)***

*For the month of \_\_\_\_\_\_\_, 20*25

*Official hours of arrival*

*and departure*

*Regular Days Saturdays*

*Official hours of arrival*

*and departure*

*Regular Days Saturdays*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Days** | **A. M.** | | **P. M.** | | | **UNDER**  **TIME** | |
| ***ARRIVAL*** | ***DEPAR- TURE*** | ***ARRIVAL*** | | ***DEPAR- TURE*** | ***Hours*** | ***Minutes*** |
| 1 |  |  |  | |  |  |  |
| 2 |  |  |  | |  |  |  |
| 3 |  |  |  |  | |  |  |
| 4 |  |  |  | |  |  |  |
| 5 |  |  |  | |  |  |  |
| 6 |  |  |  |  | |  |  |  |
| 7 |  |  |  |  | |  |  |
| 8 |  |  |  | |  |  |  |
| 9 |  |  |  |  | |  |  |
| 10 |  |  |  |  | |  |  |
| 11 |  |  |  | |  |  |  |
| 12 |  |  |  | |  |  |  |
| 13 |  |  |  |  | |  |  |
| 14 |  |  |  |  | |  |  |
| 15 |  |  |  | |  |  |  |
| 16 |  |  |  | |  |  |  |
| 17 |  |  |  | |  |  |  |
| 18 |  |  |  | |  |  |  |
| 19 |  |  |  | |  |  |  |
| 20 |  |  |  | |  |  |  |
| 21 |  |  |  | |  |  |  |
| 22 |  |  |  | |  |  |  |
| 23 |  |  |  | |  |  |  |
| 24 |  |  |  | |  |  |  |
| 25 |  |  |  | |  |  |  |
| 26 |  |  |  | |  |  |  |
| 27 |  |  |  | |  |  |  |
| 28 |  |  |  | |  |  |  |
| 29 |  |  |  | |  |  |  |
| 30 |  |  |  | |  |  |  |
| 31 |  |  |  | |  |  |  |
| **TOTAL** | | | | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Days** | **A. M.** | | **P. M.** | | **UNDER**  **TIME** | |
| ***ARRIVAL*** | ***DEPAR- TURE*** | ***ARRIVAL*** | ***DEPAR- TURE*** | ***Hours*** | ***Minutes*** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |
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| 28 |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |
| 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.*

*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.*

### In-Charge In-Charge

(See Instructions on back) (See Instructions on back)