*Civil Service Form No. 48*

# DAILY TIME RECORD

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# DAILY TIME RECORD

## -----o0o-----

**JAYSON PARBA JAYSON PARBA**

## (Name)

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

*5:00-8:00 PM*

## (Name)

*5:00-8:00 PM*

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | **A.M.** | | **P.M.** | | **Undertime** | |
| **Arrival** | **Depar-**  **ture** | **Arrival** | **Depar-**  **ture** | **Hours** | **Min-**  **utes** |
| **1** | Holiday |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  | 5:00 | 8:00 |  |  |
| **5** | Sat |  |  |  |  |  |
| **6** | Sun |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** | Sat |  |  |  |  |  |
| **13** | Sun |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |
| **19** | Sat |  |  |  |  |  |
| **20** | Sun |  |  |  |  |  |
| **21** |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |
| **26** | Sat |  |  |  |  |  |
| **27** | Sun |  |  |  |  |  |
| **28** |  |  |  |  |  |  |
| **29** |  |  |  |  |  |  |
| **30** | Holiday |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | **A.M.** | | **P.M.** | | **Undertime** | |
| **Arrival** | **Depar-**  **ture** | **Arrival** | **Depar-**  **ture** | **Hours** | **Min-**  **utes** |
| **1** | Holiday |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  | 5:00 | 8:00 |  |  |
| **5** | Sat |  |  |  |  |  |
| **6** | Sun |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** | Sat |  |  |  |  |  |
| **13** | Sun |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |
| **19** | Sat |  |  |  |  |  |
| **20** | Sun |  |  |  |  |  |
| **21** |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |
| **26** | Sat |  |  |  |  |  |
| **27** | Sun |  |  |  |  |  |
| **28** |  |  |  |  |  |  |
| **29** |  |  |  |  |  |  |
| **30** | Holiday |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 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.



VERIFIED as to the prescribed office hours: VERIFIED as to the prescribed office hours:

JAY C. SANTOS JAY C. SANTOS

In Charge In Charge