

Civil Service Form No. 48

DAILY TIME RECORD

-----00-----

(Name)

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

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	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						

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

initial immediate supervisor

Note: Same signatories in the AR

Civil Service Form No. 48

DAILY TIME RECORD

-----00-----

(Name)

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

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	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						

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