

Civil Service Form No. 48

DAILY TIME RECORD

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(Name) _____

For the month of _____

 Official hours for arrival _____
 and departure _____
 Regular days _____
 Saturdays _____

| Day | A.M. | | P.M. | | Undertime | |
|-------|---------|-----------|---------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | | | | | | |
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| 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

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| 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
