

DAILY TIME RECORD

(Name)

For the Month of _____

official hours for arrival (Regular days _____)

and Departure (Saturdays _____)

=====

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Min.
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 true & correct report of the hours work performed, record of which was made daily at the time of arrival and departure from office.

(Signature of Employee)

VERIFIED as to the prescribed office hour.

MARISSA N. ESTRELLA, Ph.D.
Dean

DAILY TIME RECORD

(Name)

For the Month of _____

official hours for arrival (Regular days _____)

and Departure (Saturdays _____)

=====

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Min.
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 true & correct report of the hours work performed, record of which was made daily at the time of arrival and departure from office.

(Signature of Employee)

VERIFIED as to the prescribed office hour.

MARISSA N. ESTRELLA, Ph.D.
Dean