CS Form 48

DAILY TIME RECORD

(Name)

DAILY TIME RECORD

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									
1 2 3 4 5 6 7									
6									
7									
8									
8 9									
10									
11									
12 13									
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23									
19 20 21 22 23 24 25 26 27 28 29 30									
25									
26									
27									
28									
29									
30									
31									
	Total								

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 (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								
2 3 4 5 6 7 8 9								
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19 20 21 22 23 24 25 26 27 28 29 30								
25								
26								
27								
28								
29								
30								
31								
Total								

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VERIFIED as to the prescribed office hour.

MARISSA N. ESTRELLA, Ph.D. Dean