

DAILY TIME RECORDName: **SYLVIA AGYEMANG ANNOR**For the month of **JANUARY**

Official hour for (Regular days)

Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1						
2						
3						
4						
5						
6			12:00	5:00		
7			12:00	5:00		
8			12:00	5:00		
9			12:00	5:00		
10			12:00	5:00		
11						
12						
13			12:00	5:00		
14			12:00	5:00		
15			12:00	5:00		
16			12:00	5:00		
17						
18						
19						
20			12:00	5:00		
21			12:00	5:00		
22			12:00	5:00		
23			12:00	5:00		
24			12:00	5:00		
25						
26						
27			12:00	5:00		
28			12:00	5:00		
29						
30			12:00	5:00		
31			12:00	5:00		
			Total	80hrs		

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.


SYLVIA AGYEMANG ANNOR

VERIFIED as to the prescribed office hours


LEMUEL S. PRECIADOS

In-Charge