

DAILY TIME RECORD

Flora Mja Y. Duatin
(NAME)

For the month of November 1 - 30, 2021

Official hours for arrival _____ (Regular days _____)

And departure _____ (Saturdays _____)

| D A Y | A M | | P M | | UNDERTIME | |
|-------------|----------|-------|---------|-------|-----------|-------|
| | Arrival | Depr. | Arrival | Depr. | Hrs. | Mins. |
| 1 | Holi'day | | | | | |
| 2 | 8:10 | 12:10 | 1:00 | 5:00 | | |
| 3 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 4 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 5 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 6 | S | | | | | |
| 7 | S | | | | | |
| 8 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 9 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 10 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 11 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 12 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 13 | S | | | | | |
| 14 | S | | | | | |
| 15 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 16 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 17 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 18 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 19 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 20 | S | | | | | |
| 21 | S | | | | | |
| 22 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 23 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 24 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 25 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 26 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 27 | S | | | | | |
| 28 | S | | | | | |
| 29 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 30 | Holi'day | | | | | |
| 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.

Flora Mja Y. Duatin

VERIFIED as to the prescribed office hours

[Signature]
In Charge