

## DAILY TIME RECORD

LUCIO C. POLE JR

NAME

For the month of

NOVEMBER

Official hours Arrival  
and DepartureRegular Days  
Saturdays

| D<br>A<br>Y | A.M.    |                 | P.M.    |           | Under Time |      |
|-------------|---------|-----------------|---------|-----------|------------|------|
|             | Arrival | Departure       | Arrival | Departure | Hrs.       | Min. |
| 1           |         | HOLIDAY         |         |           |            |      |
| 2           | 7:54    | 12:00           | 1:00    | 5:00      |            |      |
| 3           | 7:06    | 12:00           | 1:00    | 5:00      |            |      |
| 4           | 7:32    | 12:00           | 1:00    | 5:00      |            |      |
| 5           | 7:20    | 12:00           | 1:00    | 5:00      |            |      |
| 6           |         |                 |         |           |            |      |
| 7           |         |                 |         |           |            |      |
| 8           |         | SPECIAL HOLIDAY |         |           |            |      |
| 9           | 7:08    | 12:00           | 1:00    | 5:00      |            |      |
| 10          | 7:42    | 12:00           | 1:00    | 5:00      |            |      |
| 11          | 7:40    | 12:00           | 1:00    | 5:00      |            |      |
| 12          | 7:18    | 12:00           | 1:00    | 5:00      |            |      |
| 13          |         |                 |         |           |            |      |
| 14          |         |                 |         |           |            |      |
| 15          | 7:35    | 12:00           | 1:00    | 5:00      |            |      |
| 16          | 7:30    | 12:00           | 1:00    | 5:00      |            |      |
| 17          | 7:42    | 12:00           | 1:00    | 5:00      |            |      |
| 18          | 7:51    | 12:00           | 1:00    | 5:00      |            |      |
| 19          | 7:10    | 12:00           | 1:00    | 5:00      |            |      |
| 20          |         |                 |         |           |            |      |
| 21          |         |                 |         |           |            |      |
| 22          | 7:23    | 12:00           | 1:00    | 5:00      |            |      |
| 23          | 7:15    | 12:00           | 1:00    | 5:00      |            |      |
| 24          | 7:14    | 12:00           | 1:00    | 5:00      |            |      |
| 25          | 7:40    | 12:00           | 1:00    | 5:00      |            |      |
| 26          | 7:42    | 12:00           | 1:00    | 5:00      |            |      |
| 27          |         |                 |         |           |            |      |
| 28          |         |                 |         |           |            |      |
| 29          | 7:45    | 12:00           | 1:00    | 5:00      |            |      |
| 30          |         | HOLIDAY         |         |           |            |      |
| 31          |         |                 |         |           |            |      |

Total:

I CERTIFY on my hour that the above is a true and correct report of the hours of work performed record of which was made daily at the arrival and departure from office.

CERTIFIED as to the prescribed office hours

In-Charge