

Civil Service Form No. 49

## DAILY TIME RECORD

Marlon D. Bengalan  
(NAME)

For the month of Nov-1-31, 2024

Official hours for arrival (Regular days \_\_\_\_\_)

And departure (Saturdays \_\_\_\_\_)

D A Y	A M		P M		UNDERTIME	
	Arrival	Deptr.	Arrival	Deptr.	Hrs.	Mins.
1	Holiday					
2	6:30	11:00	1:00	5:10		
3	6:35	11:00	1:00	5:15		
4	6:30	11:00	1:00	5:10		
5	6:45	11:00	1:00	5:15		
6	S		S			
7	S		S			
8	Holiday					
9	6:35	11:00	1:00	5:10		
10	6:45	11:00	1:00	5:15		
11	6:50	11:00	1:00	5:10		
12	6:45	11:00	1:00	5:15		
13	S		S			
14	S		S			
15	6:45	11:00	1:00	5:10		
16	6:45	11:00	1:00	5:15		
17	6:50	11:00	1:00	5:10		
18	6:50	11:00	1:00	5:15		
19	6:45	11:00	1:00	5:10		
20	S		S			
21	S		S			
22	6:45	11:00	1:00	5:15		
23	6:40	11:00	1:00	5:10		
24	6:50	11:00	1:00	5:15		
25	6:45	11:00	1:00	5:10		
26	6:45	11:00	1:00	5:15		
27	S		S			
28	S		S			
29	6:50	11:00	1:00	5:10		
30	Holiday					
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.

[Signature]

VERIFIED as to the prescribed office hours

[Signature]  
In-Charge