## **DAILY TIME RECORD**

## **DAILY TIME RECORD**

(NAME)	(NAME)			
Position:	Position:			
Area of Assignment:	Area of Assignment:			
For the month of	For the month of			
Official hrs. for arrival (Reg.Days)	Official hrs. for arrival (Reg.Days)			
and Departure (Saturdays)	and Departure (Saturdays)			

	A.M.		P.M.		overtime		undertime	
DAY	in	out	in	out	in	out	HRS.	MIN.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

TOTAL -----

I hereby certify that the above records are true and correct.

## **EMPLOYEE'S SIGNATURE**

Verified as to the prescribed office hours.

	A.M.		P.M.		overtime		undertime	
DAY	in	out	in	out	in	out	HRS.	MIN.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

I hereby certify that the above records are true and correct.

**TOTAL** -

## **EMPLOYEE'S SIGNATURE**

Verified as to the prescribed office hours.

IN-CHARGE

**IN-CHARGE**