



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Civil Service Form No. 48

DAILY TIME RECORD

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(Name) _____

For the month of _____
Official hours _____ Regular days _____
for arrival and departure _____ Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
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 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.

VERIFIED as to the prescribed office hours:

In Charge