



Bulacan State University

Daily Time Record

(Name)

For the month of _____

Official hours of arrival _____
and departure _____

Regular days _____
Saturdays _____

DAYS	A.M.		P.M.		TOTAL MINUTES	
	Arrival	Departure	Arrival	Departure	LateUT	OT
1						
2						
3						
4						
5						
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22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

TOTAL :

I Certify on my honor that the above is true and correct report of the hours of worked performed, record of which was made daily at the time of arrival and departure from office.

Signature

Verified as to prescribed office hours

In Charge



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