



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Sangay ng Davao del Norte
Lungsod ng Tagum



DAILY TIME RECORD

(Name) _____

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

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Min-utes
1						
2						
3						
4						
5						
6						
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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.

Employee's Signature _____

VERIFIED as to the prescribed office hours:

In Charge _____



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