dnsc.edu.ph @davnorstatecollege

Office of the Human Resource Management

DAILY TIME RECORD

Arrival	AM Departure	Arrival	PM Departure	UNDE Hours	ERTIME Minutes
Arrival	Departure	Arrival	Departure	Hours	Minutes
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	ork perf	ork performed, reco	on my honor that the above	on my honor that the above is a true and ork performed, record of which was made	on my honor that the above is a true and correct ork performed, record of which was made daily at

president@dnsc.edu.ph dnsc.edu.ph

Office of the Human Resource Management

DAILY TIME RECORD

	NAME	
For the Month of		
Official Hours of Arrival and Departure	{Regular Days} { Saturdays}	

Day Arrival 1	М	PM		UNDERTIME	
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	Departure	Arrival	Departure	Hours	Minutes
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					
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		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 at and departure from office.

_		
	Employees Signature	
Verified as to the p	rescribed office hours:	
	President/CAO/Dean/Director	



President/CAO/Dean/Director







