DAVAO DEL NORTE
STATE COLLEGE
New Visayas, Panabo City, Davao del Norte, 8105
president@dnsc.edu.ph
dnsc.edu.ph
@davnorstatecollege

Office of the Human Resource Management

DAILY TIME RECORD

NAME

For the Month of _____

Official Hours of Arrival and Departure {Regular Days} _____
{ Saturdays} _____

Day	AM		PM		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
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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 at and departure from office.

Employees Signature

Verified as to the prescribed office hours:

President/CAO/Dean/Director

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VISION A premier Higher Institution in Agri-Fisheries and Socio-cultural Development in the ASEAN Region.
MISSION DNSC strives to produce competent human resource, generate, and utilize knowledge and technology, uphold good governance and quality management system for sustainable resources and resilient communities.
CORE VALUES Excellence Integrity Innovativeness Stewardess Love of God and Country
BAGONG PILIPINAS