

**CENTRAL PHILIPPINE UNIVERSITY**

Iloilo City, Philippines

**DAILY TIME RECORD**

Name: \_\_\_\_\_

Half-month Period: \_\_\_\_\_

Working Hours: \_\_\_\_\_

**Regular Time**

Date	A.M.		P.M.		Total Hrs.	Signature
	In	Out	In	Out		
01	16					
02	17					
03	18					
04	19					
05	20					
06	21					
07	22					
08	23					
09	24					
10	25					
11	26					
12	27					
13	28					
14	29					
15	30					
<b>00</b>	31					

Total No. of Hours \_\_\_\_\_

I hereby certify that the above record is true and correct.

\_\_\_\_\_  
Name & Signature

Approved:

\_\_\_\_\_  
Unit Head

\_\_\_\_\_  
HRD-CBO

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