

CS FORM 48: DAILY TIME RECORD

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For the month of				2020 For the month of							2020	
Arrivel Departure	8:00 a.m. 12:00 noon		1:00 p.m. 5:00 p.m.			Arriva Depar		8:00 a.m. 12:00 noon		1:00 p.m. 5:00 p.m.		
Date IN	OUT	IN	OUT	REMARKS		Date	IN	OUT	IN	OUT	REMARKS	
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I hereby certify that the above is true and correct report of the hours of work performed, record of which was made at the time of arrival and departure from the Office.							I hereby certify that the above is true and correct report of the hours of work performed, record of which was made at the time of arrival and departure from the Office.					
Signature of employee Verified as to prescribed office hours						Signature of employee Verified as to prescribed office hours						
In-Charge						In-Charge						
Received by:						Received by:						
Date:		Date										