UPM-OSA-OP-13 F3 UPM-OSA-OP-13 F3

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| **University of the Philippines Manila****STUDENT ASSISTANT'S DAILY TIME RECORD**For the month of ,20\_\_\_Authorized Work Hours: Div./Dept.:  | **University of the Philippines Manila****STUDENT ASSISTANT'S DAILY TIME RECORD**For the month of ,20\_\_\_Authorized Work Hours: Div./Dept.:  |
|  | **A.M.** | **P.M** | **TOTAL** |  | **A.M.** | **P.M.** | **TOTAL** |
| **Day** | In | Out | In | Out | Hours | Mins | **Day** | In | Out | In | Out | Hours | Mins |
| 1 |  |  |  |  |  |  | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  | 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  | 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  | 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  | 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  | 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  | 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  | 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  | 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  | 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  | 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  | 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  | 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  | 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  | 17 |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  | 18 |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  | 19 |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  | 20 |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  | 21 |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  | 22 |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  | 23 |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  | 24 |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  | 25 |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  | 26 |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  | 27 |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  | 28 |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  | 29 |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  | 30 |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  | 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.SIGNATUREVerified as to the prescribed office hours.IN-CHARGE | **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.SIGNATUREVerified as to the prescribed office hours.IN-CHARGE |