

**University of the Philippines Manila**

**STUDENT ASSISTANT'S DAILY TIME RECORD**

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 For the month of \_\_\_\_\_, 20\_\_  
 Authorized Work Hours: \_\_\_\_\_  
 Div./Dept.: \_\_\_\_\_

**University of the Philippines Manila**

**STUDENT ASSISTANT'S DAILY TIME RECORD**

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 For the month of \_\_\_\_\_, 20\_\_  
 Authorized Work Hours: \_\_\_\_\_  
 Div./Dept.: \_\_\_\_\_

Day	A.M.		P.M.		TOTAL		Day	A.M.		P.M.		TOTAL	
	In	Out	In	Out	Hours	Mins		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.

\_\_\_\_\_  
SIGNATURE

Verified 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.

\_\_\_\_\_  
SIGNATURE

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\_\_\_\_\_  
IN-CHARGE