

ITMS ON-DETAILED SERVICE PERSONNEL

Monthly Personnel Accounting Report

For the Month of _____, 20 ____

Rank/Name : _____ Division/Ofc : _____
Unit : _____ Detail Period : _____

DAY	ATTENDANCE	
	PRESENT	REMARKS
1		
2		
3		
4		
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31		

Detailed Personnel (Name & Signature)

Immediate Supervisor (Name & Signature)