

Daily Attendance sheet
每日考勤表

Department/ Section:

部门/组别：

Date: _____

日期: _____

Department Head Signature: _____

部门主管签名:

This Form should be submitted on a daily basis for Department Head Signature and kept on file for any spot check.
此表须每天递交给部门主管签名并存档准备随时抽查。