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| **MES:** | **AÑO:** | **PLACA:** |
| **NOMBRE DEL EMPLEADO:** | | **CÉDULA:** |
| **CARGO:** |  | |
| **NOMBRE DEL DIRECTIVO:** |  | |
| **DEPENDENCIA:** |  | |

| **DIA** | **TIEMPO EXTRA** | | **TIEMPO EXTRA** | | **Vo. Bo.**  **FUNCIONARIO AUTORIZADO** | **OBSERVACIONES** |
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| **HORAS** | | **HORAS** | |
| **DIURNA** | **NOCTURNA** | **DIURNA** | **NOCTURNA** |
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| **TOTAL HORAS EXTRAS HOJAS 1 Y 2** | | | |
| **DOMINICALES Y FESTIVAS** | | **ORDINARIAS** | |
| DIURNAS |  | DIURNAS |  |
| NOCTURNAS |  | NOCTURNAS |  |
| **FIRMA EMPLEADO** | | **Vo. Bo. JEFE INMEDIATO** | |