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| --- |
| **نموذج رقم ( 17 )** |
| **رمز النموذج: ( و.م . ع .ن – 2 0 – 1 0 )** |
| **اسم النموذج : سجل العمل الرسمي** |

**سجل دوام الموظفين للعام الدراسي 14 / 14 هـ الفصل الدراسي :🞎 الأول 🞎 الثاني يوم : الموافق : / / 14هـ**

**الحاضرون قبل بداية الاصطفاف الصباحي الحاضرون بعد الاصطفاف الصباحي**

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **م** | **اسم الموظف** | **وقت الحضور** | | **التوقيع** | **وقت الخروج** | | **التوقيع** | | **د** | **س** | **د** | **س** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **م** | **اسم الموظف** | | **وقت الحضور** | | | | **التوقيع** | | **وقت الخروج** | | | **التوقيع** | | **د** | **س** | | | **د** | | **س** | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  |  | |  |  | | |  | |  | |  |  | |  | | | | | | | | | | | | | | **الموظفون الغائبون** | | | | | | | | | | | | | | **م** | **اسم الموظف** | | | | **عمله** | | | **سبب الغياب** | | | | | |  |  | | | |  | | |  | | | | | |  |  | | | |  | | |  | | | | | |  |  | | | |  | | |  | | | | | |  |  | | | |  | | |  | | | | | |  |  | | | |  | | |  | | | | | |  |  | | | |  | | |  | | | | | |  |  | | | |  | | |  | | | | | |  | | | | | | | | | | | | | | **المعلم المناوب بداية ونهاية العمل** | | | | | | | | | | | | | | اسم المعلم | |  | | | | توقيعه | | | |  | | | | اسم المعلم | |  | | | | توقيعه | | | |  | | | |  | | | |  | | | | | | | | | | **المشرف الزائر** | | | | | | | | | | | | | | اسم المشرف | |  | | | | توقيعه | | | |  | | | | اسم المشرف | |  | | | | توقيعه | | | |  | | | |

\*ملاحظة ٠ يغلق الدوام مرتين في الفترة الأولى بعد بداية البرنامج الصباحي مباشرة وفي المرة الثانية عند بداية الحصة الأولى مباشرة