**Nome do Servidor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Número Funcional: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lotação: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Referência:** **SETEMBRO/2023**

**SECRETARIA DO TRABALHO E DESENVOLVIMENTO SOCIAL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **F O R M U L Á R I O D E F R E Q U Ê N C I A** | | | | | | | | |
|  | | | | | | | | |
|  | | **ENTRADA** | **SAÍDA** | | **ASSINATURA** | **ENTRADA** | **SAÍDA** | **ASSINATURA** |
| **01** | **SEX** | **:** | | **:** |  | **:** | **:** |  |
| **02** |  | **SABADO** | | | | **SABADO** | | |
| **03** |  | **DOMINGO** | | | | **DOMINGO** | | |
| **04** | **SEG** | **:** | | **:** |  | **:** | **:** |  |
| **05** | **TER** | **:** | | **:** |  | **:** | **:** |  |
| **06** | **QUA** | **:** | | **:** |  | **:** | **:** |  |
| **07** | **QUI** | **Independência do Brasil** | | | |  | | |
| **08** | **SEX** | **Padroeira do Tocantins** | | | |  | | |
| **09** |  | **SABADO** | | | | **SABADO** | | |
| **10** |  | **DOMINGO** | | | | **DOMINGO** | | |
| **11** | **SEG** | **:** | | **:** |  | **:** | **:** |  |
| **12** | **TER** | **:** | | **:** |  | **:** | **:** |  | **:** | **:** |  |
| **13** | **QUA** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **14** | **QUI** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **15** | **SEX** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **16** |  | **SABADO** | | | | **SABADO** | | |
| **17** |  | **DOMINGO** | | | | **DOMINGO** | | |
| **18** | **SEG** | **:** | | **:** |  | **:** | **:** |  | **:** | **:** |  |
| **19** | **TER** | **:** | | **:** |  | **:** | **:** |  | **:** | **:** |  |
| **20** | **QUA** | **:** | | **:** |  | **:** | **:** |  | **:** | **:** |  |
| **21** | **QUI** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **22** | **SEX** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **23** |  | **SABADO** | | | | **SABADO** | | |
| **24** |  | **DOMINGO** | | | | **DOMINGO** | | |
| **25** | **SEG** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **26** | **TER** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **27** | **QUA** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **28** | **QUI** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **29** | **SEX** | **:** | | **:** |  | **:** | **:** |  |  |  |  |
| **30** |  | **SABADO** | | | | **SABADO** | | |

**OBS:** Qualquer tipo de afastamento acima de 03 (três) dias, entrar em contato com o RH para orientações sobre os procedimentos quanto ao afastamento do servidor.

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**ASSINATURA DO SERVIDOR ASSINATURA DO CHEFE IMEDIATO**