FOR :

THRU :

SUBJECT : DAILY SHIFT HEADCOUNT REPORT

DATE :

Indicated below are the actual total population of PDLs confined in each dormitory as certified true and corrected by the concerned keepers.

BUILDING/ DORMITORY	NUMBER OF INMATES	KEEPER ON DUTY	SIGNATURE
:			
:			
:			
:			
:			
:			
:			
:			
:			
:			
:			
:			
:			
:			
:			
GRAND TOTAL :			

Submitted by:

Outgoing Shift Commander

Incoming Shift Commander