

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

For the month of  
June 1 - 30, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	9:30	12:23	12:26	5:07	1hr 30mins	6hrs 30mins
2-THU	8:29	12:32	12:33	5:00	29mins	7hrs 31mins
3-FRI	8:10	12:31	12:33	5:00	10mins	7hrs 50mins
4-SAT						Off
5-SUN						Off
6-MON	7:51	12:31	12:32	5:11		8hrs
7-TUE	7:57	1:10	1:11	5:00	1min	7hrs 59mins
8-WED	7:48	12:29	12:30	5:01		8hrs
9-THU	8:13	12:10	12:12	5:00	13mins	7hrs 47mins
10-FRI	8:03	12:31	12:32	5:09	3mins	7hrs 57mins
11-SAT						Off
12-SUN						Off
13-MON						SPL
14-TUE			12:27	5:04	4hrs	4hrs
15-WED	7:58	12:27	12:28	5:03		8hrs
16-THU	7:48	12:26	12:27	5:03		8hrs
17-FRI	8:25	12:32	12:34	5:06	25mins	7hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON	8:02	12:32	12:33	5:14	2mins	7hrs 58mins
21-TUE	7:55	12:42	12:43	5:02		8hrs
22-WED	7:53	12:02	12:03	5:03		8hrs
23-THU	8:03	12:36	12:38	5:17	3mins	7hrs 57mins
24-FRI	8:12	12:11	12:12	6:42	12mins	7hrs 48mins
25-SAT						Off
26-SUN						Off
27-MON	8:24	12:36	12:37	5:00	3hrs 36mins	7hrs 36mins
28-TUE						Absent
29-WED			1:02	5:00	4hrs 2mins	3hrs 58mins
30-THU	8:11	12:34	12:36	5:04	11mins	7hrs 49mins

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

JHONAVEL R. CASTIL

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

For the month of  
June 1 - 30, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	9:30	12:23	12:26	5:07	1hr 30mins	6hrs 30mins
2-THU	8:29	12:32	12:33	5:00	29mins	7hrs 31mins
3-FRI	8:10	12:31	12:33	5:00	10mins	7hrs 50mins
4-SAT						Off
5-SUN						Off
6-MON	7:51	12:31	12:32	5:11		8hrs
7-TUE	7:57	1:10	1:11	5:00	1min	7hrs 59mins
8-WED	7:48	12:29	12:30	5:01		8hrs
9-THU	8:13	12:10	12:12	5:00	13mins	7hrs 47mins
10-FRI	8:03	12:31	12:32	5:09	3mins	7hrs 57mins
11-SAT						Off
12-SUN						Off
13-MON						SPL
14-TUE			12:27	5:04	4hrs	4hrs
15-WED	7:58	12:27	12:28	5:03		8hrs
16-THU	7:48	12:26	12:27	5:03		8hrs
17-FRI	8:25	12:32	12:34	5:06	25mins	7hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON	8:02	12:32	12:33	5:14	2mins	7hrs 58mins
21-TUE	7:55	12:42	12:43	5:02		8hrs
22-WED	7:53	12:02	12:03	5:03		8hrs
23-THU	8:03	12:36	12:38	5:17	3mins	7hrs 57mins
24-FRI	8:12	12:11	12:12	6:42	12mins	7hrs 48mins
25-SAT						Off
26-SUN						Off
27-MON	8:24	12:36	12:37	5:00	3hrs 36mins	7hrs 36mins
28-TUE						Absent
29-WED			1:02	5:00	4hrs 2mins	3hrs 58mins
30-THU	8:11	12:34	12:36	5:04	11mins	7hrs 49mins

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

JHONAVEL R. CASTIL

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office