

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
May 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	10:06	12:44	12:45	5:25		7hrs 18mins
2-THU	7:58	12:09	12:10	7:01		8hrs
3-FRI	7:59	12:40	12:42	8:05		8hrs
4-SAT	11:28	12:23	12:24	5:39		6hrs 10mins
5-SUN						OB
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						Off
13-MON	7:46	12:55	12:56	7:11		8hrs
14-TUE	7:54	12:27	12:30	5:09		8hrs
15-WED	7:59	12:10	12:12	5:18		8hrs
16-THU	7:59	12:21	12:22	6:22		8hrs
17-FRI	8:02	12:36	12:38	5:27	2mins	7hrs 58mins
18-SAT	10:25	12:25	12:26	5:06		6hrs 40mins
19-SUN						Off
20-MON	8:06	12:43	12:45	9:05	6mins	7hrs 54mins
21-TUE	8:18	12:17	12:18	5:00	18mins	7hrs 42mins
22-WED	8:01	12:50	12:51	5:33	1min	7hrs 59mins
23-THU	7:52	12:56	12:57	6:34		8hrs
24-FRI	8:01	12:41	12:42	5:12	1min	7hrs 59mins
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:00	12:01	7:00		8hrs
28-TUE	7:53	12:00	12:01	7:40		8hrs
29-WED	8:07	12:39	12:41	5:10	7mins	7hrs 53mins
30-THU	7:57	12:12			4hrs	4hrs
31-FRI						SPL

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

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