

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
July 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:07	12:29	12:30	5:01	7mins	7hrs 53mins
4-TUE	8:20	12:23	12:24	5:08	20mins	7hrs 40mins
5-WED	7:53	12:21	12:23	5:19		8hrs
6-THU			12:53	5:00	4hrs	4hrs
7-FRI	7:56	12:02	12:02	5:28		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:57	12:00	12:01	6:20		8hrs
11-TUE	7:55	12:09	12:12	5:36		8hrs
12-WED	7:59	12:05	12:06	5:58		8hrs
13-THU	7:56	12:04	12:06	5:10		8hrs
14-FRI						SPL
15-SAT						Off
16-SUN						Off
17-MON			12:55	5:22		4hrs (SOL half day)
18-TUE	7:47	12:44	12:46	5:44		8hrs
19-WED	7:33	12:37	12:39	5:29		8hrs
20-THU	7:45	12:20	12:25	5:21		8hrs
21-FRI	7:50	12:45	12:48	5:18		8hrs
22-SAT						Off
23-SUN	10:15		10:15	2:00		
24-MON	7:45	12:21	12:23	5:38		8hrs
25-TUE	7:52	12:19	12:22	5:05		8hrs
26-WED						OB
27-THU						OB
28-FRI						OB
29-SAT						OB
30-SUN						Off
31-MON			12:51	5:29		4hrs (SOL half day)

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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