

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SOL
2-FRI						SOL
3-SAT						Off
4-SUN						Off
5-MON	8:41	12:43	12:44	5:15	41mins	7hrs 19mins
6-TUE	7:48	12:12	12:13	5:17		8hrs
7-WED	8:17	12:01	12:03	5:18	17mins	7hrs 43mins
8-THU	9:16	12:02	12:03	2:17		5hrs
9-FRI	8:00	12:00	1:00	5:00		8hrs
10-SAT	10:28	12:08	12:09	3:07		4hrs 38mins
11-SUN						Off
12-MON			12:59	5:06		4hrs (SOL half day)
13-TUE	8:21	12:24	12:26	5:33	21mins	7hrs 39mins
14-WED	8:31	12:04	12:05	5:18	31mins	7hrs 29mins
15-THU	8:14	12:45	12:46	5:11	14mins	7hrs 46mins
16-FRI			1:52	5:55	52mins	3hrs 8mins (SOL half day)
17-SAT						Off
18-SUN						Off
19-MON	8:01	12:07	12:09	5:17	1min	7hrs 59mins
20-TUE	8:32	12:38	12:50	7:09	32mins	7hrs 28mins
21-WED	7:56	12:27	12:28	5:42		8hrs
22-THU	8:07	12:28	12:30	5:08	7mins	7hrs 53mins
23-FRI	8:42	12:24	12:25	3:17	2hrs 25mins	5hrs 35mins
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	7:53	12:44	12:46	7:08		8hrs
28-WED	8:30	12:32	12:34	5:15	30mins	7hrs 30mins
29-THU	8:47	12:13	12:14	5:43	47mins	7hrs 13mins
30-FRI						Holiday
31-SAT						Off

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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