

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE						SOL
4-WED	8:41	12:30	12:31	5:53	41mins	7hrs 19mins
5-THU	8:00	12:22	12:23	6:10		8hrs
6-FRI	7:50	12:23	12:25	5:44		8hrs
7-SAT	9:27	12:45	12:46	2:10		4hrs 42mins
8-SUN						Off
9-MON	8:01	12:42	12:43	5:19	1min	7hrs 59mins
10-TUE	7:55	12:00	1:01	5:20	1min	7hrs 59mins
11-WED	8:26	12:43	12:45	5:06	26mins	7hrs 34mins
12-THU	8:36	12:20	12:21	5:49	36mins	7hrs 24mins
13-FRI	8:05	12:31	12:33	5:16	5mins	7hrs 55mins
14-SAT	9:33	12:49	12:50	4:43		7hrs 9mins
15-SUN						Off
16-MON	7:56	12:41	12:42	5:31		8hrs
17-TUE	7:57	12:18	12:20	5:19		8hrs
18-WED	8:05	12:03	12:04	5:11	5mins	7hrs 55mins
19-THU	8:00	12:00	12:30	5:03		8hrs
20-FRI	8:04	12:40	12:41	5:53	4mins	7hrs 56mins
21-SAT						Off
22-SUN						Off
23-MON	8:32	12:17	12:18	5:08	32mins	7hrs 28mins
24-TUE	7:56	12:29	12:30	5:06		8hrs
25-WED	8:03	12:18	12:21	5:42	3mins	7hrs 57mins
26-THU	8:18	12:28	12:29	5:54	18mins	7hrs 42mins
27-FRI	7:09	12:46	12:48	5:43		8hrs
28-SAT	10:13	12:56	12:58	5:17		7hrs 2mins
29-SUN						Off
30-MON	8:12	12:18	12:19	7:05	12mins	7hrs 48mins
31-TUE	8:08	12:36	12:37	5:04	8mins	7hrs 52mins

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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