

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
June 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SL
2-FRI	7:43	12:59	1:00	5:51		8hrs
3-SAT	9:49	12:21				2hrs 32mins
4-SUN						Off
5-MON	7:53	12:24	12:26	5:11		8hrs
6-TUE	8:17	12:22	12:23	5:01	17mins	7hrs 43mins
7-WED	7:56	12:38	12:39	5:03		8hrs
8-THU						OB
9-FRI						OB
10-SAT						OB
11-SUN						Off
12-MON						Holiday
13-TUE	7:38	12:24	12:29	5:03		8hrs
14-WED	7:50	12:19	12:20	5:04		8hrs
15-THU	8:00	12:40	12:42	6:09		8hrs
16-FRI	7:53	12:43	12:45	5:22		8hrs
17-SAT	8:44	12:31	12:33	4:38		7hrs 52mins
18-SUN						Off
19-MON	7:53	12:18	12:19	5:02		8hrs
20-TUE	7:27	12:15	12:17	6:09		8hrs
21-WED						SOL
22-THU	8:18	12:25	12:27	5:12	18mins	7hrs 42mins
23-FRI	7:49	12:30	12:31	5:10		8hrs
24-SAT						Off
25-SUN						Off
26-MON	8:01	12:03	12:05	5:02	1min	7hrs 59mins
27-TUE	8:03	12:12	12:14	5:00	3mins	7hrs 57mins
28-WED						Holiday
29-THU	8:25	12:07			25mins	3hrs 35mins (SPL half day)
30-FRI						SOL

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, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SL
2-FRI	7:43	12:59	1:00	5:51		8hrs
3-SAT	9:49	12:21				2hrs 32mins
4-SUN						Off
5-MON	7:53	12:24	12:26	5:11		8hrs
6-TUE	8:17	12:22	12:23	5:01	17mins	7hrs 43mins
7-WED	7:56	12:38	12:39	5:03		8hrs
8-THU						OB
9-FRI						OB
10-SAT						OB
11-SUN						Off
12-MON						Holiday
13-TUE	7:38	12:24	12:29	5:03		8hrs
14-WED	7:50	12:19	12:20	5:04		8hrs
15-THU	8:00	12:40	12:42	6:09		8hrs
16-FRI	7:53	12:43	12:45	5:22		8hrs
17-SAT	8:44	12:31	12:33	4:38		7hrs 52mins
18-SUN						Off
19-MON	7:53	12:18	12:19	5:02		8hrs
20-TUE	7:27	12:15	12:17	6:09		8hrs
21-WED						SOL
22-THU	8:18	12:25	12:27	5:12	18mins	7hrs 42mins
23-FRI	7:49	12:30	12:31	5:10		8hrs
24-SAT						Off
25-SUN						Off
26-MON	8:01	12:03	12:05	5:02	1min	7hrs 59mins
27-TUE	8:03	12:12	12:14	5:00	3mins	7hrs 57mins
28-WED						Holiday
29-THU	8:25	12:07			25mins	3hrs 35mins (SPL half day)
30-FRI						SOL

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