

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:57	12:29	12:30	6:34		8hrs
2-FRI	8:03	12:20	12:21	5:17	3mins	7hrs 57mins
3-SAT	10:41	12:13	12:14	5:19		6hrs 37mins
4-SUN						Off
5-MON	7:48	12:15	12:16	5:25		8hrs
6-TUE	7:21	12:37	12:39	6:39		8hrs
7-WED	7:38	12:28	12:29	5:12		8hrs
8-THU	7:50	12:46	12:47	5:09		8hrs
9-FRI	7:55	12:37	12:39	5:03		8hrs
10-SAT						Off
11-SUN			1:18	3:31		2hrs 13mins
12-MON	7:51	12:41	12:43	7:16		8hrs
13-TUE	7:54	12:45	12:46	6:09		8hrs
14-WED	7:55	12:29	12:30	5:00		8hrs
15-THU						FL
16-FRI						SOL
17-SAT						Off
18-SUN						Off
19-MON						SL
20-TUE						SL
21-WED	7:53	12:34	12:35	5:11		8hrs
22-THU	7:52	12:44	12:45	5:12		8hrs
23-FRI						Holiday
24-SAT	10:35	12:32	12:33	5:08		6hrs 32mins SUSPENDED 8:00 am 11:59 pm
25-SUN						Off
26-MON						Holiday
27-TUE	7:44	12:42	12:43	5:00		8hrs
28-WED	7:24	12:36	12:37	5:17		8hrs
29-THU	7:43	12:29	12:30	5:23		8hrs
30-FRI	7:58	12:30	12:35	5:00		8hrs
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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