

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
September 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:00	12:05	12:06	5:13		8hrs
2-FRI			12:45	5:15		4hrs (SOL half day)
3-SAT	10:02	12:20	12:22	5:00		6hrs 56mins
4-SUN						Off
5-MON	7:43	12:39	12:41	5:06		8hrs
6-TUE	7:52	12:30	12:33	5:06		8hrs
7-WED	8:05	12:41	12:42	5:07	5mins	7hrs 55mins
8-THU	7:56	12:29	12:30	5:18		8hrs
9-FRI	7:46	12:30	12:31	5:12		8hrs
10-SAT						Off
11-SUN						Off
12-MON	8:01	12:36	12:37	5:06	1min	7hrs 59mins
13-TUE						OB
14-WED						OB
15-THU						OB
16-FRI						OB
17-SAT						Off
18-SUN						Off
19-MON	7:59	12:40	12:41	5:08		8hrs
20-TUE	7:52	12:47	12:49	5:03		8hrs
21-WED	7:52	12:40	12:42	5:10		8hrs
22-THU	7:53	12:38	12:41	5:04		8hrs
23-FRI	8:01	12:32	12:34	5:16	1min	7hrs 59mins
24-SAT	9:33	12:16	12:19	5:20		7hrs 44mins
25-SUN						Off
26-MON	7:52	12:38	12:42	5:12		8hrs
27-TUE	7:58	12:33	12:35	5:04		8hrs
28-WED	7:54	12:20	12:21	5:09		8hrs
29-THU	7:51	12:50	12:52	5:05		8hrs
30-FRI	7:57	12:52	12:53	5:05		8hrs

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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