

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:20	12:07	12:58	5:19	20mins	7hrs 40mins
2-THU	8:02	12:16	12:18	5:00	2mins	7hrs 58mins
3-FRI	8:32	12:19	12:50	5:57	32mins	7hrs 28mins
4-SAT						Off
5-SUN						Off
6-MON	8:05	12:29	12:30	5:58	5mins	7hrs 55mins
7-TUE	7:53	12:00	12:02	5:00		8hrs
8-WED	8:10	12:30	12:31	6:06	10mins	7hrs 50mins
9-THU	7:36	12:39	12:40	5:00		8hrs
10-FRI	8:03	12:25	12:27	5:00	3mins	7hrs 57mins
11-SAT						Off
12-SUN						Off
13-MON						SPL
14-TUE	8:08	12:28	12:29	5:29	8mins	7hrs 52mins
15-WED	8:12	12:49	12:50	5:19	12mins	7hrs 48mins
16-THU						SL
17-FRI	8:35	12:31	12:32	5:10	35mins	7hrs 25mins
18-SAT						Off
19-SUN						Off
20-MON	8:16	12:53	12:54	5:17	16mins	7hrs 44mins
21-TUE	8:20	12:27	12:28	5:34	20mins	7hrs 40mins
22-WED	7:57	12:40	12:41	5:02		8hrs
23-THU	7:53	12:19	12:20	5:33		8hrs
24-FRI	7:42	12:30	12:31	5:35		8hrs
25-SAT	9:31	12:31	12:32	1:31		4hrs
26-SUN						Off
27-MON	7:52	12:36	12:37	5:02		8hrs
28-TUE	7:53	12:48	12:50	5:32		8hrs
29-WED	7:49	12:49	12:51	5:20		8hrs
30-THU	7:56	12:50	12:51	5:00		8hrs
31-FRI	7:59	12:03	12:04	5:43		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

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:20	12:07	12:58	5:19	20mins	7hrs 40mins
2-THU	8:02	12:16	12:18	5:00	2mins	7hrs 58mins
3-FRI	8:32	12:19	12:50	5:57	32mins	7hrs 28mins
4-SAT						Off
5-SUN						Off
6-MON	8:05	12:29	12:30	5:58	5mins	7hrs 55mins
7-TUE	7:53	12:00	12:02	5:00		8hrs
8-WED	8:10	12:30	12:31	6:06	10mins	7hrs 50mins
9-THU	7:36	12:39	12:40	5:00		8hrs
10-FRI	8:03	12:25	12:27	5:00	3mins	7hrs 57mins
11-SAT						Off
12-SUN						Off
13-MON						SPL
14-TUE	8:08	12:28	12:29	5:29	8mins	7hrs 52mins
15-WED	8:12	12:49	12:50	5:19	12mins	7hrs 48mins
16-THU						SL
17-FRI	8:35	12:31	12:32	5:10	35mins	7hrs 25mins
18-SAT						Off
19-SUN						Off
20-MON	8:16	12:53	12:54	5:17	16mins	7hrs 44mins
21-TUE	8:20	12:27	12:28	5:34	20mins	7hrs 40mins
22-WED	7:57	12:40	12:41	5:02		8hrs
23-THU	7:53	12:19	12:20	5:33		8hrs
24-FRI	7:42	12:30	12:31	5:35		8hrs
25-SAT	9:31	12:31	12:32	1:31		4hrs
26-SUN						Off
27-MON	7:52	12:36	12:37	5:02		8hrs
28-TUE	7:53	12:48	12:50	5:32		8hrs
29-WED	7:49	12:49	12:51	5:20		8hrs
30-THU	7:56	12:50	12:51	5:00		8hrs
31-FRI	7:59	12:03	12:04	5:43		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