

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

For the month of  
February 1 - 28, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:03	12:30	12:32		4hrs 3mins	3hrs 57mins
3-THU	7:48	12:23	12:24	8:00		8hrs
4-FRI	8:20	12:29	12:30	8:00	20mins	7hrs 40mins
5-SAT						Off
6-SUN						Off
7-MON	8:04	12:19	12:20		4hrs 4mins	3hrs 56mins
8-TUE	8:11	12:20	12:21	8:00	11mins	7hrs 49mins
9-WED	8:30	12:25	12:26	5:02	30mins	7hrs 30mins
10-THU	8:06	12:22	12:26		4hrs 6mins	3hrs 54mins
11-FRI	8:18			8:01	8hrs	
12-SAT						Off
13-SUN						Off
14-MON	8:25	12:39	12:40		4hrs 25mins	3hrs 35mins
15-TUE	7:53	12:20	12:21		4hrs	4hrs
16-WED	8:18	12:28	12:31		4hrs 18mins	3hrs 42mins
17-THU	8:24	12:21	12:22		4hrs 24mins	3hrs 36mins
18-FRI	8:31	12:31	12:32		4hrs 31mins	3hrs 29mins
19-SAT						Off
20-SUN						Off
21-MON	8:45	12:20	12:21		4hrs 45mins	3hrs 15mins
22-TUE	8:30	12:30	12:31		4hrs 30mins	3hrs 30mins
23-WED	9:06				8hrs	
24-THU	8:23	12:33	12:35		4hrs 23mins	3hrs 37mins
25-FRI						Absent
26-SAT						Off
27-SUN						Off
28-MON	8:44	12:40	12:41	5:44	44mins	7hrs 16mins

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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