

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:42	12:30	12:33	9:29		8hrs
2-TUE	8:06	12:15	12:20	10:09	6mins	7hrs 54mins
3-WED	7:56	12:33	12:34	8:46		8hrs
4-THU	7:52	12:07	12:08	7:52		8hrs
5-FRI	7:57	12:23	12:24	5:14		8hrs
6-SAT			2:02	5:00		2hrs 58mins
7-SUN						Off
8-MON						OB
9-TUE						Holiday
10-WED	9:32	12:05	12:06	5:03		7hrs 30mins
11-THU	7:57	12:43	12:44	9:12		8hrs
12-FRI	7:57	12:44	12:45	5:11		8hrs
13-SAT	10:35	12:07	12:08	5:00		6hrs 24mins
14-SUN						Off
15-MON	7:54	12:00	12:01	5:18		8hrs
16-TUE	7:55	12:35	12:37	9:03		8hrs
17-WED	7:58	12:37	12:39	7:22		8hrs
18-THU	7:55	12:05	12:06	5:24		8hrs
19-FRI	7:58	12:35	12:36	5:11		8hrs
20-SAT						Off
21-SUN			1:08	5:08		4hrs
22-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED						VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU						VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI						VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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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