

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

For the month of  
January 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						Absent
4-TUE	8:10	12:38	12:38		4hrs 10mins	3hrs 50mins
5-WED	7:59	12:29	12:30		4hrs	4hrs
6-THU	8:08	12:43	12:44		4hrs 8mins	3hrs 52mins
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON	7:46	12:36	12:37	5:52		8hrs
11-TUE	8:09	12:10	12:11		4hrs 9mins	3hrs 51mins
12-WED	8:30	12:58	12:59		4hrs 30mins	3hrs 30mins
13-THU						Absent
14-FRI	8:34	12:34	12:35		4hrs 34mins	3hrs 26mins
15-SAT						Off
16-SUN						Off
17-MON	8:26	12:27	12:29		4hrs 26mins	3hrs 34mins
18-TUE	8:24	12:31	12:32		4hrs 24mins	3hrs 36mins
19-WED	9:42	1:32	12:43		5hrs 10mins	2hrs 50mins
20-THU	8:18				8hrs	
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:51	12:52	12:53		4hrs	4hrs
25-TUE	8:44	12:19	12:20		4hrs 44mins	3hrs 16mins
26-WED	8:09	12:40	12:41		4hrs 9mins	3hrs 51mins
27-THU	8:43	12:36	12:37		4hrs 43mins	3hrs 17mins
28-FRI	8:23	12:53	12:54		4hrs 23mins	3hrs 37mins
29-SAT						Off
30-SUN						Off
31-MON						Absent

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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