

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Absent
2-SAT						Off
3-SUN						Off
4-MON	7:51	12:37	12:38		4hrs	4hrs
5-TUE	8:05	12:32	12:33		4hrs 5mins	3hrs 55mins
6-WED	8:07	12:01	12:02		4hrs 7mins	3hrs 53mins
7-THU	8:08	12:32	12:33		4hrs 8mins	3hrs 52mins
8-FRI	8:09	12:33	12:35		4hrs 9mins	3hrs 51mins
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:46	12:35	12:36		4hrs	4hrs
19-TUE	8:01	12:35	12:36		4hrs 1min	3hrs 59mins
20-WED	8:03	12:37	12:38		4hrs 3mins	3hrs 57mins
21-THU	8:09	12:35	12:36		4hrs 9mins	3hrs 51mins
22-FRI	8:15	12:35	12:36		4hrs 15mins	3hrs 45mins
23-SAT						Off
24-SUN						Off
25-MON	7:50	12:38	12:39		4hrs	4hrs
26-TUE	8:18	12:19	12:20		4hrs 18mins	3hrs 42mins
27-WED	8:17	12:24	12:26		4hrs 17mins	3hrs 43mins
28-THU	8:09	12:36	12:37		4hrs 9mins	3hrs 51mins
29-FRI		12:30	12:32	5:00	4hrs	4hrs
30-SAT						Off

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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