

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
January 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:45	12:33	12:34	5:01		8hrs
3-WED	7:59	12:02	12:04	7:04		8hrs
4-THU	8:01	12:09	12:11	7:02	1min	7hrs 59mins
5-FRI	7:47	12:03	12:04	5:10		8hrs
6-SAT						Off
7-SUN						Off
8-MON						SOL
9-TUE	7:54	12:03	12:05	5:11		8hrs
10-WED	7:58	12:23	12:24	5:06		8hrs
11-THU	7:59	12:00	12:01	6:11		8hrs
12-FRI	8:00	12:07	12:08	5:11		8hrs
13-SAT						Off
14-SUN	9:22	12:38	12:39	5:32		8hrs 9mins
15-MON	7:54	12:10	12:11	5:21		8hrs
16-TUE	8:01	12:31	12:32	5:06	1min	7hrs 59mins
17-WED	7:55	12:28	12:29	5:25		8hrs
18-THU	8:05	12:39	12:40	5:41	5mins	7hrs 55mins
19-FRI	7:59	12:35	12:36	5:29		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:45	12:40	12:41	5:05		8hrs
23-TUE	7:48	12:35	12:37	5:34		8hrs
24-WED	7:55	12:20	12:21	5:28		8hrs
25-THU	8:00	12:33	12:35	5:15		8hrs
26-FRI	7:50	12:41	12:42	5:07		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:55	12:07	12:09	5:18		8hrs
30-TUE	7:59	12:21	12:22	7:07		8hrs
31-WED	8:00	12:12	12:13	5:10		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

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