

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:06	12:35	12:37	5:10	6mins	7hrs 54mins
2-SAT						Off
3-SUN						Off
4-MON	7:59	12:49	12:50	5:28		8hrs
5-TUE	8:09	12:32	12:34	5:09	9mins	7hrs 51mins
6-WED	8:21	12:34	12:35	5:08	21mins	7hrs 39mins
7-THU	7:54	12:22	12:24	5:07		8hrs
8-FRI	8:11	12:11			11mins	3hrs 49mins (SL half day)
9-SAT						Off
10-SUN						Off
11-MON						SL
12-TUE	7:53	12:25	12:26	5:13		8hrs
13-WED	7:38	12:22	12:23	5:02		8hrs
14-THU	7:37	12:35	12:37	5:14		8hrs
15-FRI	8:00	12:10	12:12	5:09		8hrs
16-SAT	7:52					
17-SUN						Off
18-MON	7:52	12:30	12:31	5:03		8hrs
19-TUE	7:44	12:26	12:27	5:03		8hrs
20-WED	7:46	12:33	12:34	5:04		8hrs
21-THU	7:49	12:28	12:29	5:10		8hrs
22-FRI	7:49	12:17	12:18	5:05		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:50	12:26	12:27	5:04		8hrs
26-TUE	7:49	12:25	12:27	5:06		8hrs
27-WED	7:46	12:03	12:04	5:06		8hrs
28-THU	7:55	12:20	12:21	5:03		8hrs
29-FRI	7:49	12:25	12:27	5:06		8hrs
30-SAT	10:04	12:38	12:39	5:11		OVERTIME 8:00am - 5:00pm 5hrs 56mins
31-SUN						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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