

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|------------|------------------------------|
| | IN | OUT | IN | OUT | | |
| 1-TUE | | | | | | Holiday |
| 2-WED | | | | | | SOL |
| 3-THU | 8:07 | 12:31 | 12:32 | 5:11 | 7mins | 7hrs 53mins |
| 4-FRI | 7:30 | 12:43 | 12:44 | 5:13 | | 8hrs |
| 5-SAT | 9:20 | 12:42 | 12:43 | 3:18 | | 5hrs 57mins |
| 6-SUN | | | | | | Off |
| 7-MON | 7:49 | 12:35 | 12:36 | 5:36 | | 8hrs |
| 8-TUE | 7:26 | 12:27 | 12:30 | 5:11 | | 8hrs |
| 9-WED | 7:50 | 12:22 | 12:24 | 5:04 | | 8hrs |
| 10-THU | 7:51 | 12:38 | 12:40 | 5:16 | | 8hrs |
| 11-FRI | 7:51 | 12:07 | 12:11 | 5:04 | | 8hrs |
| 12-SAT | 9:06 | 12:17 | 12:19 | 3:57 | | 6hrs 49mins |
| 13-SUN | | | | | | Off |
| 14-MON | 8:03 | 12:42 | 12:43 | 5:12 | 3mins | 7hrs 57mins |
| 15-TUE | 7:56 | 12:27 | 12:29 | 5:30 | | 8hrs |
| 16-WED | 7:55 | 12:43 | 12:44 | 5:21 | | 8hrs |
| 17-THU | 7:53 | 12:31 | 12:33 | 3:01 | 1hr 59mins | 6hrs 1min |
| 18-FRI | | | | | | SUSPENDED 1:00 pm 7:00 pm |
| 19-SAT | | | | | | Off |
| 20-SUN | | | | | | Off |
| 21-MON | 8:12 | 12:23 | 12:26 | 5:02 | 12mins | 7hrs 48mins |
| 22-TUE | 8:14 | 12:28 | 12:29 | 5:07 | 14mins | 7hrs 46mins |
| 23-WED | 7:50 | 12:30 | 12:32 | 5:08 | | 8hrs |
| 24-THU | 7:57 | 12:34 | 12:35 | 5:14 | | 8hrs |
| 25-FRI | 8:09 | 12:25 | 12:26 | 5:29 | 9mins | 7hrs 51mins |
| 26-SAT | 9:07 | 12:21 | 12:22 | 5:32 | | 8hrs 24mins |
| 27-SUN | | | | | | Off |
| 28-MON | 8:03 | 12:42 | | | 4hrs 3mins | 3hrs 57mins |
| 29-TUE | | | | | | SOL |
| 30-WED | | | | | | Holiday |

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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