

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
September 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:56	12:15	12:17	5:31		8hrs
3-TUE	7:49	12:57	12:58	5:12		8hrs
4-WED	7:48	12:39	12:40	5:10		8hrs
5-THU	7:54	12:32	12:33	5:09		8hrs
6-FRI	7:56	12:43	12:44	5:12		8hrs
7-SAT	9:06	12:02	12:03	4:43		7hrs 36mins
8-SUN						Off
9-MON	7:58	12:33	12:34	5:25		8hrs
10-TUE	7:47	12:29	12:30	6:09		8hrs
11-WED						SOL
12-THU	7:54	12:02	12:03	5:23		8hrs
13-FRI	7:55	12:23	12:24	5:13		8hrs
14-SAT						Off
15-SUN						Off
16-MON	8:20	12:33	12:35	7:54	20mins	7hrs 40mins
17-TUE	7:51	12:46	12:47	5:14		8hrs
18-WED	7:49	12:12	12:14	5:03		8hrs
19-THU	7:51	12:28	12:29	5:50		8hrs
20-FRI	7:53	12:14	12:15	5:45		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:31	12:19	12:21	3:18		6hrs 18mins
						SUSPENDE 3:00 pm 5:00 pm
24-TUE	7:55	12:31	12:33	5:43		8hrs
25-WED	7:55	12:11	12:14	5:16		8hrs
26-THU	7:44	12:21	12:23	7:16		8hrs
27-FRI	7:50	12:07	12:08	5:08		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:58	12:16	12:18	5:04		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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