

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
August 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:51	12:39	12:41	5:28		8hrs
2-WED	7:50	12:00	12:01	5:27		8hrs
3-THU	7:47	12:16	12:17	5:08		8hrs
4-FRI	7:58	12:24	12:26	5:05		8hrs
5-SAT	10:32	12:05	10:32			1hr 33mins
6-SUN						Off
7-MON	7:50	12:16	12:17	5:08		8hrs
8-TUE	7:50	12:14	12:15	5:01		8hrs
9-WED	7:49	12:27	12:30	5:06		8hrs
10-THU	7:54	12:28	12:31	5:01		8hrs
11-FRI	7:51	12:51	12:52	5:01		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:52	12:30	12:32	5:04		8hrs
15-TUE	7:58	12:46	12:47	5:01		8hrs
16-WED	7:52	12:42	12:45	5:15		8hrs
17-THU	8:00	12:35	12:37	5:00		8hrs
18-FRI	7:54	12:05	12:06	5:04		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:53	12:19	12:20	5:17		8hrs
23-WED	7:46	12:24	12:26	5:38		8hrs
24-THU	7:51	12:33	12:34	5:06		8hrs
25-FRI	7:54	12:24	12:25	5:18		8hrs
26-SAT	9:13	12:24	12:25	5:00		7hrs 46mins
27-SUN						Off
28-MON	10:04	12:22	12:24	5:57		7hrs 51mins
29-TUE	7:52	12:32	12:34	5:52		8hrs
30-WED						SL
31-THU						SL

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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