

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:33	12:19	12:20	5:59		8hrs
4-TUE	8:05	12:27	12:28	6:18	5mins	7hrs 55mins
5-WED	8:05	12:28	12:29	5:13	5mins	7hrs 55mins
6-THU	7:41	12:55	12:56	5:03		8hrs
7-FRI			12:40	5:47	4hrs	4hrs
8-SAT						Off
9-SUN						Off
10-MON	8:43	12:29	12:33	5:06	43mins	7hrs 17mins
11-TUE	7:53	12:38	12:39	8:04		8hrs
12-WED	8:03	12:07	12:13	4:09		8hrs
13-THU	7:55	12:00	12:01	5:12		8hrs
14-FRI	7:50	12:22	12:24	5:15		8hrs
15-SAT	8:38	11:20				2hrs 42mins
16-SUN						Off
17-MON						Holiday
18-TUE	7:55	12:06	12:07	6:27		8hrs
19-WED	7:47	12:00	12:01	10:26		8hrs
20-THU	8:09	12:32	12:33	6:19	9mins	7hrs 51mins
21-FRI	7:58	12:32	12:33	10:26		8hrs
22-SAT	10:32	12:04	12:05	5:02		6hrs 29mins
23-SUN						Off
24-MON	7:58	12:09	12:10	6:03		8hrs
25-TUE						SPL
26-WED	8:00	12:00	12:01	1:50	3hrs 10mins	4hrs 50mins
27-THU						FL
28-FRI						FL
29-SAT						Off
30-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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