

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

For the month of  
March 1 - 31, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:02	12:36	12:38	5:01	2mins	7hrs 58mins
2-SAT	10:34	12:41	12:42	5:22		6hrs 47mins
3-SUN						Off
4-MON	7:57	12:45	12:46	7:07		8hrs
5-TUE	7:58	12:00	12:01	5:57		8hrs
6-WED	8:11	12:01	12:02	5:31	11mins	7hrs 49mins
7-THU	8:01	12:27	12:28	7:02	1min	7hrs 59mins
8-FRI	7:57	12:46	12:47	5:19		8hrs
9-SAT			12:18	5:19		5hrs 1min
10-SUN						Off
11-MON	7:53	12:46	12:47	5:12		8hrs
12-TUE	8:02	12:00	12:01	5:13	2mins	7hrs 58mins
13-WED	8:00	12:21	12:23	5:27		8hrs
14-THU	7:57	12:40	12:41	6:01		8hrs
15-FRI						SOL
16-SAT						Off
17-SUN						Off
18-MON	7:54	12:05	12:06	5:34		8hrs
19-TUE	8:00	12:02	12:03	5:49		8hrs
20-WED	7:58	12:16	12:18	5:33		8hrs
21-THU	7:59	12:33	12:35	6:04		8hrs
22-FRI	7:55	12:31	12:32	8:01		8hrs
23-SAT	9:54	12:32	12:35	5:23		7hrs 26mins
24-SUN	10:01	12:35	12:36	5:00		6hrs 58mins
25-MON	8:04	12:32	12:33	5:37	4mins	7hrs 56mins
26-TUE	7:53	12:22	12:24	8:13		8hrs
27-WED	7:53	12:32	12:33	5:11		8hrs SUSPENDED 12:00 pm 11:59 pm
28-THU	9:51	12:13	12:14	4:01		6hrs 9mins
29-FRI						Holiday
30-SAT						Off
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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