

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

For the month of  
October 1 - 31, 2023  
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	7:54	12:16	12:17	5:04		8hrs
3-TUE	7:55	12:00	12:01	5:33		8hrs
4-WED	7:54	12:05	12:07	5:22		8hrs
5-THU	7:56	12:03	12:04	5:27		8hrs
6-FRI	7:55	12:00	12:01	5:06		8hrs
7-SAT			12:14	5:00		4hrs 46mins
8-SUN						Off
9-MON	7:59	12:05	12:06	5:02		8hrs
10-TUE	7:52	12:01	12:02	5:34		8hrs
11-WED	7:52	12:02	12:04	7:02		8hrs
12-THU	7:56	12:01	12:04	5:58		8hrs
13-FRI	7:55	12:28	12:30	5:36		8hrs
14-SAT	9:35	12:01	12:02	4:47		7hrs 11mins
15-SUN						Off
16-MON	7:53	12:24	12:25	7:03		8hrs
17-TUE	7:38	12:00	12:01	5:06		8hrs
18-WED	7:59	12:13	12:56	5:40		8hrs
19-THU	12:07	12:05	12:07	5:00		8hrs
20-FRI	9:12	12:03	12:04	4:33		7hrs 20mins
21-SAT	9:57	12:07	12:08	4:45		6hrs 47mins
22-SUN						Off
23-MON	7:52	12:07	12:09	5:00		8hrs
24-TUE	7:56	12:02	12:04	5:12		8hrs
25-WED						SL
26-THU	7:55	12:02	12:04	5:02		8hrs
27-FRI						SL
28-SAT						Off
29-SUN						Off
30-MON	10:33	12:35	12:36	3:30		4hrs 56mins
31-TUE	7:59	12:00	12:30	5:10		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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