

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:57	12:37	12:39	5:55		8hrs
2-WED	7:54	12:45	12:47	5:08		8hrs
3-THU	7:54	12:45	12:46	6:14		8hrs
4-FRI	7:54	12:45	12:47	6:23		8hrs
5-SAT	10:27	12:30	12:32	4:24		5hrs 55mins
6-SUN						Off
7-MON	7:52	12:02	12:44	5:04		8hrs
8-TUE	7:43	12:40	12:41	5:25		8hrs
9-WED	7:56	12:20	12:21	5:07		8hrs
10-THU	7:50	12:39	12:40	5:50		8hrs
11-FRI						SOL
12-SAT						Off
13-SUN						Off
14-MON	7:51	12:40	12:42	7:13		8hrs
15-TUE	7:57	12:40	12:42	5:04		8hrs
16-WED	7:59	12:37	12:38	9:06		8hrs
17-THU	7:54	12:20	12:21	7:46		8hrs
18-FRI	8:01	12:39	12:42	6:44		7hrs 59mins SUSPENDED 3:00 pm 5:00 pm
19-SAT						Off
20-SUN						Off
21-MON	8:14	12:31	12:33	5:25	14mins	7hrs 46mins
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	8:00	12:50	12:51	5:06		8hrs
24-THU	8:01	12:39	12:40	5:16	1min	7hrs 59mins
25-FRI						2024 INTRAMURAL GAMES
26-SAT	10:16	12:59	1:00	2:04		3hrs 47mins
27-SUN						Off
28-MON						2024 INTRAMURAL GAMES
29-TUE						2024 INTRAMURAL GAMES
30-WED						2024 INTRAMURAL GAMES
31-THU	7:57	12:00	12:30	2:53		5hrs 53mins SUSPENDED 12:00 pm 11:59 pm

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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