

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	8:00	12:30	12:31	5:00		8hrs
3-WED	8:04	12:03	12:05	5:09	4mins	7hrs 56mins
4-THU	8:03	12:11	12:12	5:00	3mins	7hrs 57mins
5-FRI	7:55	12:30	12:31	5:56		8hrs
6-SAT	9:53	12:30	12:31	3:48		5hrs 54mins
7-SUN						Off
8-MON	8:15	12:04	12:07	5:40	15mins	7hrs 45mins
9-TUE	7:55	12:11	12:12	5:00		8hrs
10-WED	7:45	12:01	12:03	5:13		8hrs
11-THU	8:01	12:00	12:01	6:01	1min	7hrs 59mins
12-FRI	7:54	12:01	12:02	5:04		8hrs
13-SAT	9:26	12:00				2hrs 34mins
14-SUN						Off
15-MON	7:54	12:30	12:31	5:04		8hrs
16-TUE	7:51	12:02	12:03	6:03		8hrs
17-WED	7:58	12:15	12:16	5:34		8hrs
18-THU	7:50	12:10	12:12	6:09		8hrs
19-FRI	7:53	12:41			4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	8:09	12:00	12:01	5:28	9mins	7hrs 51mins
23-TUE	7:52	12:25	12:27	5:01		8hrs
24-WED	8:30	12:38	12:39	5:00	30mins	7hrs 30mins
25-THU	7:59	12:10	12:11	5:59		8hrs
26-FRI	8:04	12:45	12:46	5:22	4mins	7hrs 56mins
27-SAT						Off
28-SUN						Off
29-MON						FL
30-TUE						FL
31-WED						FL

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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