

DAILY TIME RECORD

CASTIL, JHONAVEL R.

(NAME)

For the month of
September 1 - 30, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						SL
2-SAT						Off
3-SUN						Off
4-MON	7:53	12:40	12:41	5:47		8hrs
5-TUE	7:53	12:01	12:03	5:52		8hrs
6-WED	7:51	12:20	12:22	5:03		8hrs
7-THU						SL
8-FRI	7:57	12:15	12:17	5:00		8hrs
9-SAT						Off
10-SUN						Off
11-MON	8:00	12:05	12:06	6:06		8hrs
12-TUE	8:05	12:11	1:02	5:00	7mins	7hrs 53mins
13-WED	8:03	12:13	12:14	5:40	3mins	7hrs 57mins
14-THU	7:55	12:01	12:02	5:38		8hrs
15-FRI	7:56	12:16	12:18	5:01		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:49	12:06	12:07	5:49		8hrs
19-TUE						2023 INTRAMURAL GAMES
20-WED						2023 INTRAMURAL GAMES
21-THU						2023 INTRAMURAL GAMES
22-FRI						2023 INTRAMURAL GAMES
23-SAT	11:39	12:34	12:36	4:42		5hrs 1min
24-SUN						Off
25-MON	7:37	12:03	12:39	3:50		6hrs 50mins SUSPENDED 3:00 pm 11:59 pm
26-TUE	7:51	12:16	12:17	5:00		8hrs
27-WED	7:52	12:00	12:01	5:00		8hrs
28-THU						SL
29-FRI	7:56	12:08	12:10	5:16		8hrs
30-SAT						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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