

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
February 1 - 28, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:30	12:00	12:35	6:12	30mins	7hrs 30mins
2-THU	8:16	12:08	12:09	5:33	16mins	7hrs 44mins
3-FRI	8:00	12:00	12:23	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:25	12:44	12:46	6:22	25mins	7hrs 35mins
7-TUE	7:50	12:32	12:42	6:11		8hrs
8-WED	8:10	12:21	12:22	6:19	10mins	7hrs 50mins
9-THU	8:10	12:23	12:25	7:10	10mins	7hrs 50mins
10-FRI	8:00	12:00	12:30	7:00		8hrs
11-SAT	8:56	12:31	12:33	5:35		8hrs 37mins
12-SUN	10:01	12:47	12:48	5:39		7hrs 37mins
13-MON	8:00	12:00	12:21	8:06		8hrs
14-TUE	7:53	12:51	12:52	5:29		8hrs
15-WED	8:00	12:00	12:44	6:06		8hrs
16-THU	8:00	12:00	12:15	6:00		8hrs
17-FRI	8:01	12:20	12:21	6:24	1min	7hrs 59mins
18-SAT						Off
19-SUN						Off
20-MON	8:22	12:48	12:50	5:12	22mins	7hrs 38mins
21-TUE	8:54	12:14	12:16	5:35	54mins	7hrs 6mins
22-WED	8:00	12:00	12:35	5:17		8hrs
23-THU	6:53	12:57	12:58	4:00	1hr	7hrs
24-FRI			1:44	6:02		4hrs 18mins
25-SAT						Off
26-SUN						Off
27-MON	7:54	12:29	12:30	5:58		8hrs
28-TUE	7:56	12:40	12:42	5:16		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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