

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
October 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:35	12:31	12:33	5:05		8hrs
4-TUE	8:05	12:34	12:36	5:12	5mins	7hrs 55mins
5-WED	7:45	12:31	12:32	5:10		8hrs
6-THU	7:48	12:32	12:35	5:11		8hrs
7-FRI	7:47	12:35	12:36	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON			12:51	5:01	4hrs	4hrs
11-TUE	7:59	12:40	12:42	5:12		8hrs
12-WED	9:01	12:39	12:41	5:09	1hr 1min	6hrs 59mins
13-THU	7:51	12:26	12:29	5:18		8hrs
14-FRI	8:04	12:31	12:33	5:33	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON	8:59	12:26	12:28	5:00	59mins	7hrs 1min
18-TUE	8:00	12:00	12:01	5:00		8hrs
19-WED	7:31	12:25	12:31	5:00		8hrs
20-THU			1:24			
21-FRI	8:08	12:23	12:25	5:04	8mins	7hrs 52mins
22-SAT						Off
23-SUN						Off
24-MON	7:51	12:30	12:31	5:00		8hrs
25-TUE	8:26	12:40	12:41	5:31	26mins	7hrs 34mins
26-WED			12:24	5:26	4hrs	4hrs
27-THU	7:38	12:27	12:28	5:03		8hrs
28-FRI	8:00	12:23	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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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