

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE						Absent
3-WED						Absent
4-THU	7:52	12:28	12:29		4hrs	4hrs
5-FRI	7:48	12:27	12:28	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON						Absent
9-TUE		12:43	12:44		8hrs	
10-WED	8:16	12:19	12:21		4hrs 16mins	3hrs 44mins
11-THU	8:08	12:34	12:35		4hrs 8mins	3hrs 52mins
12-FRI	8:17	12:37	12:38		4hrs 17mins	3hrs 43mins
13-SAT						Off
14-SUN						Off
15-MON	8:18				8hrs	
16-TUE	8:11	12:31	12:32		4hrs 11mins	3hrs 49mins
17-WED	8:14				8hrs	
18-THU	8:05	12:46	12:47		4hrs 5mins	3hrs 55mins
19-FRI	8:01				8hrs	
20-SAT						Off
21-SUN						Off
22-MON	7:44	12:26	12:27		4hrs	4hrs
23-TUE	8:14	12:32	12:33		4hrs 14mins	3hrs 46mins
24-WED	8:20	12:51	12:52		4hrs 20mins	3hrs 40mins
25-THU	7:46	12:25	12:26		4hrs	4hrs
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Absent
30-TUE						Absent

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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