

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
February 1 - 29, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:00	12:12	12:14	7:07		8hrs
2-FRI	8:01	12:33	12:34	5:16	1min	7hrs 59mins
3-SAT	10:32	12:20	12:21	5:29		6hrs 56mins
4-SUN						Off
5-MON	8:00	12:24	12:27	7:05		8hrs
6-TUE	8:01	12:09	12:11	5:56	1min	7hrs 59mins
7-WED	7:59	12:41	12:43	7:11		8hrs
8-THU	8:02	12:47	12:48	7:05	2mins	7hrs 58mins
9-FRI						Holiday
10-SAT	10:52	12:00	1:21	5:00		6hrs 58mins
11-SUN	9:28	12:32	12:33	2:51		5hrs 22mins
12-MON	8:01	12:21	12:22	7:11	1min	7hrs 59mins
13-TUE	8:02	12:25	12:26	5:51	2mins	7hrs 58mins
14-WED	7:36	12:33	12:34	6:24		8hrs
15-THU	7:36	12:00	12:01	5:23		8hrs
16-FRI	7:57	12:29	12:31	5:20		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:40	12:28	12:29	5:13		8hrs
20-TUE	7:50	12:13	12:14	5:06		8hrs
21-WED	8:00	12:21	12:22	5:12		8hrs
22-THU	8:00	12:30	12:32	5:04		8hrs
23-FRI	7:57	12:20	12:21	3:11	1hr 49mins	6hrs 11mins
24-SAT						Off
25-SUN						Off
26-MON						SPL
27-TUE						SOL
28-WED	8:00	12:35	12:36	5:11		8hrs
29-THU	7:59	12:36	12:37	5:17		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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