

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:57	12:29	12:31	5:04		8hrs
2-TUE	7:52	12:12	12:13	5:10		8hrs
3-WED	8:00	12:00	12:30	5:00		8hrs
4-THU	7:55	12:28	12:30	5:26		8hrs
5-FRI	7:50	12:36	12:37	5:11		8hrs
6-SAT	10:27	12:41	12:44	5:24		6hrs 54mins
7-SUN						Off
8-MON	7:57	12:21	12:23	5:07		8hrs
9-TUE	7:47	12:22	12:24	5:02		8hrs
10-WED	7:58	12:43	12:45	5:10		8hrs
11-THU	7:57	12:45	12:46	5:18		8hrs
12-FRI	7:59	12:01	12:02	5:03		8hrs
13-SAT						Off
14-SUN						Off
15-MON						VL
16-TUE	7:32	12:26	12:28	5:07		8hrs
17-WED	7:42	12:20	12:21	6:39		8hrs
18-THU						VL
19-FRI						VL
20-SAT						Off
21-SUN						Off
22-MON			12:29	5:04		4hrs (SPL half day)
23-TUE	8:00	12:23	12:24	5:13		8hrs
24-WED	7:43	12:14	12:15	5:08		8hrs
25-THU	8:10	12:25	12:26	5:13	10mins	7hrs 50mins
26-FRI						VL
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:34	12:39	12:40	5:13		8hrs
31-WED	7:49	12:52	12:53	5:10		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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