

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
February 1 - 28, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	8:40					
2-SUN						Off
3-MON	7:48	12:02	12:03	8:10		8hrs
4-TUE	7:50	12:04	12:06	8:11		8hrs
5-WED	8:02	12:02	12:03	5:52	2mins	7hrs 58mins
6-THU	7:52	12:02	12:03	8:03		8hrs
7-FRI	7:52	12:08	12:09	8:05		8hrs
8-SAT	9:51	12:00	12:02	5:04		7hrs 11mins
9-SUN						Off
10-MON	8:55	12:28	12:29	8:00		7hrs 5mins SUSPENDED 8:00 am 11:59 pm
11-TUE	7:39	12:12	12:13	5:32		8hrs
12-WED	7:56	12:29	12:31	9:00		8hrs
13-THU	7:54	12:28	12:29	7:44		8hrs
14-FRI	8:04	12:14	12:17	5:01	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON	7:53	12:25	12:27	7:30		8hrs
18-TUE	7:43	12:01	12:03	7:00		8hrs
19-WED	7:56	12:55	12:56	7:48		8hrs
20-THU	8:03	12:26	12:28	5:03	3mins	7hrs 57mins
21-FRI	7:53	12:26	12:27	5:01		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:58	12:36	12:37	5:02		8hrs
25-TUE	7:59	12:43	12:45	5:03		8hrs
26-WED						SLP
27-THU	7:57	12:00	12:01	6:27		8hrs
28-FRI	7:49	12:30	7:49			4hrs (SLP half day)

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

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
February 1 - 28, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	8:40					
2-SUN						Off
3-MON	7:48	12:02	12:03	8:10		8hrs
4-TUE	7:50	12:04	12:06	8:11		8hrs
5-WED	8:02	12:02	12:03	5:52	2mins	7hrs 58mins
6-THU	7:52	12:02	12:03	8:03		8hrs
7-FRI	7:52	12:08	12:09	8:05		8hrs
8-SAT	9:51	12:00	12:02	5:04		7hrs 11mins
9-SUN						Off
10-MON	8:55	12:28	12:29	8:00		7hrs 5mins SUSPENDED 8:00 am 11:59 pm
11-TUE	7:39	12:12	12:13	5:32		8hrs
12-WED	7:56	12:29	12:31	9:00		8hrs
13-THU	7:54	12:28	12:29	7:44		8hrs
14-FRI	8:04	12:14	12:17	5:01	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON	7:53	12:25	12:27	7:30		8hrs
18-TUE	7:43	12:01	12:03	7:00		8hrs
19-WED	7:56	12:55	12:56	7:48		8hrs
20-THU	8:03	12:26	12:28	5:03	3mins	7hrs 57mins
21-FRI	7:53	12:26	12:27	5:01		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:58	12:36	12:37	5:02		8hrs
25-TUE	7:59	12:43	12:45	5:03		8hrs
26-WED						SLP
27-THU	7:57	12:00	12:01	6:27		8hrs
28-FRI	7:49	12:30	7:49			4hrs (SLP half day)

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