

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
January 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	8:01	12:04	12:06	5:00	1min	7hrs 59mins
3-FRI	8:01	12:02	12:03	5:16	1min	7hrs 59mins
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:44	12:46	5:21		8hrs
7-TUE	7:52	12:32	12:33	5:01		8hrs
8-WED	8:11	12:53	12:54	5:03	11mins	7hrs 49mins
9-THU	8:08	12:01	12:02	5:01	8mins	7hrs 52mins
10-FRI	8:24	12:50	12:51	5:05	24mins	7hrs 36mins
11-SAT	9:14	12:00	12:01	6:11		8hrs 56mins
12-SUN						Off
13-MON						SL
14-TUE	7:54	12:01	12:02	7:08		8hrs
15-WED	7:54	12:43	12:44	8:37		8hrs
16-THU	7:50	12:37	12:39	8:58		8hrs
17-FRI	7:46	12:37	12:38	5:16		8hrs
18-SAT			1:54	5:19		3hrs 25mins
19-SUN						Off
20-MON	7:56	12:40	12:42	6:12		8hrs
21-TUE	7:50	12:51	12:52	3:14	1hr 46mins	6hrs 14mins
22-WED						SOL
23-THU	7:34	12:10	12:16	5:04		8hrs
24-FRI	7:51	12:05	12:06	5:17		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:30	12:40	12:41	8:00		8hrs
28-TUE	7:33	12:17	12:18	8:52		8hrs
29-WED						Holiday
30-THU	7:47	12:14	12:21	8:03		8hrs
31-FRI	7:55	12:30	12:55	5:48		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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