

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:37	12:43	12:44	7:01		8hrs
4-TUE	7:42	12:12	12:13	5:09		8hrs
5-WED	7:47	12:23	12:24	5:30		8hrs
6-THU	7:50	12:04	12:05	6:26		8hrs
7-FRI	7:52	12:30	12:35	5:35		8hrs
8-SAT	8:28	12:11	12:12	5:02		8hrs 33mins
9-SUN	11:36		11:36	6:34		
10-MON	7:49	12:28	12:30	5:00		8hrs
11-TUE	7:57	12:32	12:33	7:02		8hrs
12-WED						SLP
13-THU						FL
14-FRI	7:51	12:22	12:24	7:17		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:49	12:13	12:15	7:13		8hrs
18-TUE	7:47	12:37	12:38	7:30		8hrs
19-WED	7:44	12:39	12:40	7:30		8hrs
20-THU	7:55	12:40	12:41	5:30		8hrs
21-FRI	7:51	12:02	12:04	5:00		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:53	12:11	12:12	7:35		8hrs
25-TUE	7:33	12:03	12:04			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED						OB
27-THU						OB
28-FRI						OB
29-SAT						Off
30-SUN						Off
31-MON	7:53	12:24	12:25	5:05		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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