

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|-------|-------|-------|------|--------|--------------------------------|
| | IN | OUT | IN | OUT | | |
| 1-TUE | 10:16 | 12:10 | 12:11 | 4:54 | | 6hrs 37mins |
| 2-WED | 8:06 | 12:04 | 12:05 | 7:03 | 6mins | 7hrs 54mins |
| 3-THU | 8:10 | 12:05 | 12:06 | 5:11 | 10mins | 7hrs 50mins |
| 4-FRI | 8:07 | 12:20 | 12:22 | 6:26 | 7mins | 7hrs 53mins |
| 5-SAT | | | | | | Off |
| 6-SUN | | | | | | Off |
| 7-MON | 7:47 | 12:19 | 12:21 | 5:14 | | 8hrs |
| 8-TUE | 7:53 | 12:43 | 12:44 | 5:21 | | 8hrs |
| 9-WED | | | 12:44 | 4:45 | | 4hrs 1min |
| 10-THU | 7:47 | 12:46 | 12:47 | 5:13 | | 8hrs |
| 11-FRI | 7:40 | 12:51 | 12:52 | 5:14 | | 8hrs |
| 12-SAT | | | | | | Off |
| 13-SUN | | | | | | Off |
| 14-MON | 7:50 | 12:40 | 12:41 | 5:46 | | 8hrs |
| 15-TUE | | | | | | OB |
| 16-WED | | | | | | SUSPENDED 12:00 pm 11:59 pm |
| 17-THU | | | | | | Holiday |
| 18-FRI | | | | | | Holiday |
| 19-SAT | | | | | | Off |
| 20-SUN | | | | | | Off |
| 21-MON | 7:39 | 12:33 | 12:35 | 5:12 | | 8hrs |
| 22-TUE | 7:46 | 12:54 | 12:55 | 5:52 | | 8hrs |
| 23-WED | 7:55 | 12:36 | 12:37 | 5:19 | | 8hrs |
| 24-THU | 7:58 | 12:43 | 12:44 | 6:35 | | 8hrs |
| 25-FRI | 8:01 | 12:43 | 12:44 | 5:07 | 1min | 7hrs 59mins |
| 26-SAT | | | | | | Off |
| 27-SUN | | | | | | Off |
| 28-MON | | | | | | 101ST VSU ANNIVERSARY |
| 29-TUE | | | | | | 101ST VSU ANNIVERSARY |
| 30-WED | | | | | | 101ST VSU ANNIVERSARY |

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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