

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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