

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI						OB
3-SAT						Off
4-SUN						Off
5-MON	8:04	12:02	12:03	5:27	4mins	7hrs 56mins
6-TUE	7:52	12:07	12:08	5:02		8hrs
7-WED	8:07	12:08	12:09	5:28	7mins	7hrs 53mins
8-THU	8:04	12:21	12:22	5:03	4mins	7hrs 56mins
9-FRI	8:13	12:23	12:24	5:18	13mins	7hrs 47mins
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	8:18	12:12	12:13	5:15	18mins	7hrs 42mins
14-WED	8:18	12:01	12:30	5:58	18mins	7hrs 42mins
15-THU	7:39	12:19	12:20	5:57		8hrs
16-FRI	8:03	12:00	12:03	5:12	3mins	7hrs 57mins
17-SAT			1:49	5:35		3hrs 46mins
18-SUN						Off
19-MON	8:08	12:14	12:15	5:01	8mins	7hrs 52mins
20-TUE	8:06	12:35	12:42	6:00	6mins	7hrs 54mins
21-WED	7:53	12:32	12:33	5:06		8hrs
22-THU	8:00	12:57	12:58	5:56		8hrs
23-FRI	8:10	12:04	12:55	5:36	10mins	7hrs 50mins
24-SAT	10:57		10:57	3:53		
25-SUN						Off
26-MON	7:56	12:16	12:17	5:00		8hrs
27-TUE	8:13	12:40	12:41	6:01	13mins	7hrs 47mins
28-WED	7:44	12:22	12:23	5:04		8hrs
29-THU						FL
30-FRI						FL
31-SAT						Off

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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