

DAILY TIME RECORD
CASTIL, JHONAVEL R.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:04	12:33	12:34	7:01	4mins	7hrs 56mins
3-TUE	7:47	12:09	12:10	5:00		8hrs
4-WED	7:57	12:49	12:50	5:02		8hrs
5-THU	8:00	12:01	12:02	5:03		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:50	12:20	12:22	5:10		8hrs
10-TUE	7:54	12:32	12:33	5:00		8hrs
11-WED	7:48	12:20	12:22	5:31		8hrs
12-THU	10:31	12:02	12:03	1:47		3hrs 16mins
13-FRI	7:55	12:00	12:01		4hrs	4hrs
14-SAT						Off
15-SUN						Off
16-MON	8:02	12:05	12:06	5:11	2mins	7hrs 58mins
17-TUE	7:53	12:01	12:02	5:03		8hrs
18-WED	7:53	12:02	12:34	5:05		8hrs
19-THU	8:02	12:02	12:03	5:07	2mins	7hrs 58mins
20-FRI	8:04	12:24	12:25	10:54	4mins	7hrs 56mins
21-SAT						Off
22-SUN						Off
23-MON	6:57	12:17	12:18	5:17		8hrs
24-TUE						OB
25-WED	7:14	12:23	12:24	5:20		8hrs
26-THU	7:26	12:26	12:28	5:00		8hrs
27-FRI	7:54	12:44	12:45	5:00		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:46	12:50	12:51	5:00		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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