

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:47	12:00	12:02	5:42		8hrs
2-SAT			12:02	5:05		5hrs 3mins
3-SUN						Off
4-MON	7:57	12:00	12:01	7:03		8hrs
5-TUE	8:10	12:10	12:11	5:01	10mins	7hrs 50mins
6-WED	7:51	12:01	12:04	7:09		8hrs
7-THU	8:10	12:02	12:03	5:19	10mins	7hrs 50mins
8-FRI	8:09	12:01	12:02	5:00	9mins	7hrs 51mins
9-SAT						Off
10-SUN						Off
11-MON	8:02	12:00	12:01	7:00	2mins	7hrs 58mins
12-TUE	8:02	12:02	12:05	5:02	2mins	7hrs 58mins
13-WED	8:12	12:00	12:01	5:04	12mins	7hrs 48mins
14-THU	7:52	12:02	12:03	5:08		8hrs
15-FRI	7:34	12:05	12:06	5:04		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:56	12:02	12:04	5:01		8hrs
19-TUE	8:05	12:00	12:01		5mins	3hrs 55mins (SLP half day)
20-WED						SL
21-THU						Holiday
22-FRI	7:26	12:20	12:21	5:01		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED	8:10	12:00	12:01	5:04		7hrs 50mins SUSPENDED 12:01 am 12:00 pm
28-THU	7:55	12:01	12:02	5:04		8hrs
29-FRI	8:02	12:04	12:05	5:07	2mins	7hrs 58mins
30-SAT						Off
31-SUN						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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