

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:07	12:52	12:53	5:09	7mins	7hrs 53mins
2-THU	8:06	12:22	12:24	5:23	6mins	7hrs 54mins
3-FRI						SOL
4-SAT						Off
5-SUN						Off
6-MON	7:44	12:48	12:49	5:54		8hrs
7-TUE	7:54	12:02	12:03	5:56		8hrs
8-WED	7:54	12:56	12:57	5:00		8hrs
9-THU	8:03	12:51	12:52	5:02	3mins	7hrs 57mins
10-FRI	7:54	12:30	12:31			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:20	12:53	12:54	5:22	20mins	7hrs 40mins
14-TUE	7:56	12:01	12:05	5:02		8hrs
15-WED	8:08	12:56	12:57	5:25	8mins	7hrs 52mins
16-THU	7:59	12:04	12:05	5:28		8hrs
17-FRI	8:10	12:00	12:01	5:56	10mins	7hrs 50mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						SL
22-WED	7:51	12:54	12:55	5:04		8hrs
23-THU	7:43	12:52	12:53	5:04		8hrs
24-FRI	7:51	12:44	12:45	5:16		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:11	12:09	12:10	5:50	11mins	7hrs 49mins
28-TUE	8:01	12:30	12:35	5:43	1min	7hrs 59mins
29-WED	8:28	12:08	12:09	6:02	28mins	7hrs 32mins
30-THU	8:19	12:21	12:22	5:23	19mins	7hrs 41mins
31-FRI						Holiday

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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