

DAILY TIME RECORD  
CASTIL, JHONAVEL R.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE	8:22	12:01	12:02	5:04	22mins	7hrs 38mins
3-WED	8:20	12:02	12:03	5:06	20mins	7hrs 40mins
4-THU	8:08				8hrs	
5-FRI						Absent
6-SAT						Off
7-SUN						Off
8-MON						Holiday
9-TUE						Absent
10-WED						Absent
11-THU						Absent
12-FRI						Absent
13-SAT						Off
14-SUN						Off
15-MON						Absent
16-TUE						Absent
17-WED						Absent
18-THU						Absent
19-FRI						Absent
20-SAT						Off
21-SUN						Off
22-MON						Absent
23-TUE						Absent
24-WED						Holiday
25-THU						Holiday
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Absent
30-TUE						Holiday
31-WED						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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