

DAILY TIME RECORD
CASTIL, MA. BABETTE JEDS L.
(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	7:01	12:01	12:04	5:33		8hrs
2-THU	7:22	12:05	12:06	7:00		8hrs
3-FRI	7:19	12:10	12:11	5:24		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:42	12:02	12:03	7:49		8hrs
7-TUE	7:09	12:17	12:18	5:34		8hrs
8-WED	6:39	12:05	12:06	6:15		8hrs
9-THU	7:14	12:08	12:09	7:13		8hrs
10-FRI	7:19	12:10	12:11			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:01	12:02	5:35		9hrs 34mins
14-TUE	7:48	12:01	12:01	5:24		9hrs 36mins
15-WED	7:51	12:01	12:02	5:29		9hrs 37mins
16-THU	7:15	12:02	12:03	5:15		9hrs 59mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:53	12:03	12:04	5:20		8hrs
22-WED	8:06	12:02	12:03	5:32	6mins	7hrs 54mins
23-THU	8:07	12:03	12:04	5:24	7mins	7hrs 53mins
24-FRI	7:35	12:04	12:05	5:46		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:46	12:02	12:04	5:12		8hrs
28-TUE	7:41	12:37	12:38	5:19		8hrs
29-WED	7:01	12:46	12:46	5:53		8hrs
30-THU	6:34	12:12	12:13	5:15		8hrs
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.

MA. BABETTE JEDS L. CASTIL

VERIFIED as to prescribed office hours

SYRENE P. NAYRE

Department Head
Department of Hospitality Management

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