

DAILY TIME RECORD
CASTIL, MA. BABETTE JEDS L.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	7:45	12:30	12:50	5:05		8hrs
6-THU	8:00	12:30	12:50	5:05		8hrs
7-FRI	8:00	12:30	12:50	5:20		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:54	12:02	12:03	5:49		8hrs
12-WED	7:57	12:37	12:38	5:23		8hrs
13-THU						OB
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE						SEL
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:43	12:13				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:08	12:18	12:19	5:27	8mins	7hrs 52mins
26-WED	7:14	12:08	12:09	5:54		8hrs
27-THU	7:15	12:14	12:15	6:18		8hrs
28-FRI	7:46	12:21	12:22	5:34		8hrs
29-SAT						Off
30-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.

MA. BABETTE JEDS L. CASTIL

VERIFIED as to prescribed office hours

SYRENE P. NAYRE

Department Head
Department of Hospitality Management

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