

**DAILY TIME RECORD**  
**GONZAGA, ERNESTO A. JR.**  
 (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	8:00	12:00	12:50	5:14		8hrs
2-THU	8:14	12:11	12:18	5:17	14mins	7hrs 46mins
3-FRI	7:51	12:16	12:23	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:50	12:09	12:29	5:14		8hrs
7-TUE						FL
8-WED	8:06	12:00	12:33	5:09	6mins	7hrs 54mins
9-THU	8:19	12:18	12:21	5:20	19mins	7hrs 41mins
10-FRI	8:15	12:06	12:31	5:06	15mins	7hrs 45mins
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:03	12:36	5:10		8hrs
14-TUE	7:46	12:10	12:33	5:07		8hrs
15-WED	8:06	12:27	12:52	5:19	6mins	7hrs 54mins
16-THU	8:01	12:13	12:37	5:08	1min	7hrs 59mins
17-FRI	8:08	12:10	12:26	5:01	8mins	7hrs 52mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:56	12:02	12:17	5:08		8hrs
22-WED	8:04	12:21	12:22	5:08	4mins	7hrs 56mins
23-THU	7:55	12:16	12:19	5:03		8hrs
24-FRI	7:48	12:13	12:21	5:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:48	12:16	12:18	5:16		8hrs
28-TUE	7:51	12:29	12:44	5:03		8hrs
29-WED						VL
30-THU	8:02	12:25	12:29	5:08	2mins	7hrs 58mins
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.

**ERNESTO A. GONZAGA JR.**

VERIFIED as to prescribed office hours

**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research and Development Studies

Philippines

**UNIVERSITY**

ity, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(Middle)	
sto	<b>Alkuino</b>
	5. SALARY (Monthly)
ide VI	

**APPLICATION**

**DETAILS OF LEAVE:**

se of vacation/Special Privilege leave:  
 within the Philippines :  
 broad (Pls. Specify) :

se of Sick leave:  
 in Hospital (Pls. Specify) :  
 out Patient (Pls. Specify) :

se of Special Leave Benefits for Women:  
 (Specify Illness)

se of Study leave:  
 AR/Board Examination Review  
 completion of Master's Degree  
 completion of Doctorate Degree  
 completion of PHD Degree

r purpose:  
 monetization of Leave Credits  
 terminal Leave

**COMMUTATION**

Requested ☐ Not Requested

**GONZAGA, ERNESTO A. JR.**

(Signature of Applicant)

**NON APPLICATION**

**RECOMMENDATION:**

For Approval

For Disapproval due to:

**LILIAN B. NUÑEZ**

Institute for Strategic Research and Development Studies

DISAPPROVED due to:

**G. YEPES**

(and Signature)  
 President