

Civil Service Form 48

# **DAILY TIME RECORD** **GONZAGA, ERNESTO A. JR.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:38	12:00	12:20	5:11		8hrs
2-TUE	7:32	12:16	12:21	5:13		8hrs
3-WED						VL
4-THU						VL
5-FRI						VL
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE	7:38	12:07	12:30	5:06		8hrs
10-WED	7:47	12:10	12:13	5:12		8hrs
11-THU	7:47	12:04	12:28	5:07		8hrs
12-FRI	7:58	12:01	12:05	5:09		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:21	12:25	5:13		8hrs
16-TUE	8:01	12:18	12:27	5:06	1min	7hrs 59mins
17-WED	7:55	12:09	12:14	5:29		8hrs
18-THU	7:46	12:03	12:47	5:07		8hrs
19-FRI	8:19	12:29	12:36	5:08	19mins	7hrs 41mins
20-SAT						Off
21-SUN						Off
22-MON	7:49	12:25				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:53	12:08	12:17	5:05		8hrs
24-WED	8:08	12:00	12:12	5:09	8mins	7hrs 52mins
25-THU	8:09	12:03	12:11			3hrs 51mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:04	12:08	12:29	5:16	4mins	7hrs 56mins
30-TUE	7:54	12:27	12:31	5:12		8hrs

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

Date Generated: Oct/02/2025 10:02:07

Philippines

**UNIVERSITY**  
ty, Leyte

Stamp of Date of Receipt

## FOR LEAVE

(Middle)
to <b>Alkuino</b>
5. SALARY (Monthly)
de VI

## APPLICATION

### DETAILS OF LEAVE:

e of vacation/Special Privilege leave:  
ithin the Philippines : Manila  
road (Pls. Specify) :

e of Sick leave:  
Hospital (Pls. Specify) :  
at Patient (Pls. Specify) :

e of Special Leave Benefits for Women:  
ify Illness)

e of Study leave:  
AR/Board Examination Review  
ompletion of Master's Degree  
ompletion of Doctorate Degree  
ompletion of PHD Degree

urpose:  
onetization of Leave Credits  
rminal Leave

### COMMUTATION

Requested ☐ Not Requested

**GONZAGA, ERNESTO A. JR.**

(Signature of Applicant)

### ON APPLICATION

### RECOMMENDATION:

For Approval

For Disapproval due to:

**LILIAN B. NUÑEZ**

Institute for Strategic Research and Development Studies

DISAPPROVED due to:

**G. YEPES**

(Signature)  
resident