

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

For the month of
March 1 - 31, 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	7:43	12:03	12:56	5:12		8hrs
4-TUE	7:53	12:30	12:32	5:18		8hrs
5-WED	7:55	12:04	12:18	5:24		8hrs
6-THU	7:41	12:09	12:26	5:19		8hrs
7-FRI	7:39	12:04	12:23	5:10		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:42	12:07	12:19	5:09		8hrs
11-TUE	8:04	12:04	12:30	5:10	4mins	7hrs 56mins
12-WED	7:52	12:03	12:39	5:03		8hrs
13-THU	8:09	12:17	12:25	5:12	9mins	7hrs 51mins
14-FRI	8:13	12:01	12:58	5:08	13mins	7hrs 47mins
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:06	12:09	5:02		8hrs
18-TUE	8:10	12:02	12:28	5:04	10mins	7hrs 50mins
19-WED	7:44	12:45	12:46	5:08		8hrs
20-THU	7:46	12:04	12:22	5:04		8hrs
21-FRI	7:43	12:03	12:28	5:11		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:50	12:02	12:36	5:05		8hrs
25-TUE	7:59	12:09	12:30			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED						FL
27-THU						FL
28-FRI						FL
29-SAT						Off
30-SUN						Off
31-MON						SL

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

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