

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

For the month of
December 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						FL
2-FRI						FL
3-SAT						Off
4-SUN						Off
5-MON	7:50	12:24	12:39	5:14		8hrs
6-TUE	8:03	12:12	12:28	5:02	3mins	7hrs 57mins
7-WED	7:52	12:11	12:29	5:00		8hrs
8-THU						Holiday
9-FRI	7:54	12:04	12:23	5:01		8hrs
10-SAT						Off
11-SUN						Off
12-MON	8:05	12:03	12:04	5:06	5mins	7hrs 55mins
13-TUE	7:53	12:11	12:31	5:03		8hrs
14-WED	7:54	12:03	12:13	5:11		8hrs
15-THU	8:14	12:03	12:38	5:08	14mins	7hrs 46mins
16-FRI	8:05	12:25	12:37	5:00	5mins	7hrs 55mins
17-SAT						Off
18-SUN						Off
19-MON	7:57	12:06	12:31	5:06		8hrs
20-TUE	7:45	12:03	12:23	5:00		8hrs
21-WED	7:42	12:05	12:21	5:05		8hrs
22-THU						Absent FL
23-FRI						Absent FL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						Absent FL
28-WED	8:46	12:03	12:34	5:01	46mins	7hrs 14mins
29-THU	7:52	12:08	12:34	5:03		8hrs
30-FRI						Holiday
31-SAT						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.

ERNESTO A. GONZAGA JR.

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
 Institute for Strategic Research & Development Studies