

DAILY TIME RECORD  
CERNA, MIZAE B.  
(NAME)

For the month of  
May 1 - 31, 2023  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	8:20	12:06	12:07	5:09	20mins	7hrs 40mins
3-WED	8:17	12:01	12:06	5:11	17mins	7hrs 43mins
4-THU	8:21	12:10	12:36	5:00	21mins	7hrs 39mins
5-FRI	8:15	12:44	12:45	5:08	15mins	7hrs 45mins
6-SAT						Off
7-SUN						Off
8-MON	8:15	12:07	12:08	5:05	15mins	7hrs 45mins
9-TUE	8:16	11:57	12:20	5:06	19mins	7hrs 41mins
10-WED	8:16	12:12	12:16	5:10	16mins	7hrs 44mins
11-THU	8:22	12:17	12:21	5:05	22mins	7hrs 38mins
12-FRI	8:08	12:51	12:52	5:10	8mins	7hrs 52mins
13-SAT						Off
14-SUN						Off
15-MON	8:15	12:00	12:01	5:08	15mins	7hrs 45mins
16-TUE	8:22	12:03	12:13	5:13	22mins	7hrs 38mins
17-WED	8:37	12:02	12:23	5:11	37mins	7hrs 23mins
18-THU	8:19	12:14	12:17	5:02	19mins	7hrs 41mins
19-FRI						SPL
20-SAT						Off
21-SUN						Off
22-MON	8:17	12:08	12:09	5:00	17mins	7hrs 43mins
23-TUE						VL
24-WED						VL
25-THU						VL
26-FRI	8:11	12:17	12:40	5:11	11mins	7hrs 49mins
27-SAT						Off
28-SUN						Off
29-MON	8:25	12:28	12:32	5:13	25mins	7hrs 35mins
30-TUE	7:58	12:00	12:10	5:08		8hrs
31-WED	8:02	12:08	12:11	5:06	2mins	7hrs 58mins

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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head  
Institute for Strategic Research & Development Studies

DAILY TIME RECORD  
CERNA, MIZAE B.  
(NAME)

For the month of  
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4-THU	8:21	12:10	12:36	5:00	21mins	7hrs 39mins
5-FRI	8:15	12:44	12:45	5:08	15mins	7hrs 45mins
6-SAT						Off
7-SUN						Off
8-MON	8:15	12:07	12:08	5:05	15mins	7hrs 45mins
9-TUE	8:16	11:57	12:20	5:06	19mins	7hrs 41mins
10-WED	8:16	12:12	12:16	5:10	16mins	7hrs 44mins
11-THU	8:22	12:17	12:21	5:05	22mins	7hrs 38mins
12-FRI	8:08	12:51	12:52	5:10	8mins	7hrs 52mins
13-SAT						Off
14-SUN						Off
15-MON	8:15	12:00	12:01	5:08	15mins	7hrs 45mins
16-TUE	8:22	12:03	12:13	5:13	22mins	7hrs 38mins
17-WED	8:37	12:02	12:23	5:11	37mins	7hrs 23mins
18-THU	8:19	12:14	12:17	5:02	19mins	7hrs 41mins
19-FRI						SPL
20-SAT						Off
21-SUN						Off
22-MON	8:17	12:08	12:09	5:00	17mins	7hrs 43mins
23-TUE						VL
24-WED						VL
25-THU						VL
26-FRI	8:11	12:17	12:40	5:11	11mins	7hrs 49mins
27-SAT						Off
28-SUN						Off
29-MON	8:25	12:28	12:32	5:13	25mins	7hrs 35mins
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MIZAE B. CERNA

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LILIAN B. NUÑEZ

Department Head  
Institute for Strategic Research & Development Studies

**DAILY TIME RECORD****GONZAGA, ERNESTO A. JR.**

(NAME)

For the month of

May 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	8:06	12:17	12:29	5:07	6mins	7hrs 54mins
3-WED	7:42	12:34	12:42	5:09		8hrs
4-THU	7:54	12:01	12:18	5:10		8hrs
5-FRI	7:54	12:39	12:39	5:05		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:51	12:07	12:36	5:05		8hrs
9-TUE	7:59	12:04	12:10	5:05		8hrs
10-WED						SL
11-THU	7:45	12:15	12:32	5:05		8hrs
12-FRI	7:44	12:09	12:27	5:06		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:46	12:04	12:31	5:09		8hrs
16-TUE	7:40	12:02	12:23	5:05		8hrs
17-WED	8:03	12:14	12:45	5:05	3mins	7hrs 57mins
18-THU	7:30	12:04	12:22	5:06		8hrs
19-FRI	7:48	12:05	12:38	5:01		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:46	12:14	12:25	5:00		8hrs
23-TUE	7:46	12:01	12:30	5:04		8hrs
24-WED	8:00	12:22	12:41	5:03		8hrs
25-THU	7:24	12:07	12:53	5:27		8hrs
26-FRI						FL
27-SAT						Off
28-SUN						Off
29-MON	7:48	12:22	12:46	5:08		8hrs
30-TUE	7:57	12:00	12:14	5:04		8hrs
31-WED	7:43	12:01	12:32	5:10		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 & Development Studies