

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

For the month of  
August 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:53	12:05	12:27	5:02		8hrs
2-SAT						Off
3-SUN						Off
4-MON			12:49	5:09	4hrs	4hrs
5-TUE	8:02	12:19	12:24	5:11	2mins	7hrs 58mins
6-WED	8:20	12:09	12:49	5:26	20mins	7hrs 40mins
7-THU						SL
8-FRI	7:54	12:12	12:22	5:06		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:57	12:06	12:22	5:11		8hrs
12-TUE	8:08	12:00	12:33	5:43	8mins	7hrs 52mins
13-WED						SL
14-THU	7:58	12:01	12:21	5:10		8hrs
15-FRI	7:59	12:02	12:17	5:07		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:32	12:12	12:27	5:13		8hrs
19-TUE	7:46	12:35	12:40	5:15		8hrs
20-WED	7:55	12:09	12:23	5:04		8hrs
21-THU						Holiday
22-FRI	7:54	12:09	12:17	5:02		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED	8:08		12:06	5:12		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU	8:17	12:01	12:08	5:11	17mins	7hrs 43mins
29-FRI	8:02	12:06	12:30	5:04	2mins	7hrs 58mins
30-SAT						Off
31-SUN						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 and Development Studies

Date Generated: Sep/01/2025 08:33:09

Philippines

UNIVERSITY  
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(Middle)

to Alkuino

5. SALARY (Monthly)

le VI

APPLICATION

DETAILS OF LEAVE:  
e of vacation/Special Privilege leave:  
within the Philippines :  
road (Pls. Specify) :  
e of Sick leave:  
Hospital (Pls. Specify) :  
at Patient (Pls. Specify) : headache  
e of Special Leave Benefits for Women:  
fy 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  
equested ☐ Not Requested  
GONZAGA, ERNESTO A. JR.  
(Signature of Applicant)  
ON APPLICATION  
COMMENDATION:  
or Approval  
or Disapproval due to:  
APPROVED due to:  
YEPES  
(Signature)  
sident