

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

For the month of
December 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:47	12:08	12:13	5:22		8hrs
3-TUE	8:05	12:02	12:23	5:16	5mins	7hrs 55mins
4-WED	8:14	12:13	12:14	5:16	14mins	7hrs 46mins
5-THU	8:10	12:17	12:47	6:27	10mins	7hrs 50mins
6-FRI	8:00	12:02	12:09	5:05		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:04	12:00	12:59	5:14	4mins	7hrs 56mins
10-TUE	8:01	12:12	12:33	5:07	1min	7hrs 59mins
11-WED	7:53	12:08	12:53	5:18		8hrs
12-THU	7:53	12:01	12:02	5:04		8hrs
13-FRI	8:15	12:31	12:42	5:03	15mins	7hrs 45mins
14-SAT						Off
15-SUN						Off
16-MON	7:41	12:03	12:15	5:09		8hrs
17-TUE	7:50	12:05	12:28	5:08		8hrs
18-WED	8:11	12:01	12:44	5:10	11mins	7hrs 49mins
19-THU	8:13	12:42	12:50	5:33	13mins	7hrs 47mins
20-FRI						FL
21-SAT						Off
22-SUN						Off
23-MON						FL
24-TUE						Holiday
25-WED						Holiday
26-THU	7:45	12:07	12:09	5:03		8hrs
27-FRI	8:07	12:18	12:22	5:03	7mins	7hrs 53mins
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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

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