

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

For the month of  
**November 1 - 30, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI	7:47	12:09			4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	8:04	12:07	12:32	5:06	4mins	7hrs 56mins
7-TUE	7:52	12:07	12:27	5:06		8hrs
8-WED	8:14	12:19	12:25	5:08	14mins	7hrs 46mins
9-THU	7:59	12:12	12:39	5:10		8hrs
10-FRI	8:00	12:00	12:50	7:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:52	12:01	12:45	5:03		8hrs
14-TUE	7:50	12:07	12:12	5:05		8hrs
15-WED	8:02	12:07	12:30	5:08	2mins	7hrs 58mins
16-THU	8:13	12:03	12:39	5:00	13mins	7hrs 47mins
17-FRI	7:50	12:10	12:22	5:04		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:12	12:19	12:25	5:04	12mins	7hrs 48mins
21-TUE	7:57	12:29	12:32	5:07		8hrs
22-WED	7:53	12:22	12:30	5:06		8hrs
23-THU	8:05	12:17	12:22	5:03	5mins	7hrs 55mins
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	8:13	12:01	12:29	5:07	13mins	7hrs 47mins
29-WED	8:04	12:07	12:12	5:05	4mins	7hrs 56mins
30-THU	8:02	12:05	12:20	5:04	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.

**ERNESTO A. GONZAGA JR.**

VERIFIED as to prescribed office hours

**LILIAN B. NUNEZ**

Department Head  
Institute for Strategic Research & Development Studies

# **DAILY TIME RECORD** **CERNA, MIZAE B.** (NAME)

For the month of  
**November 1 - 30, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI	8:33	12:09	12:10	5:11	33mins	7hrs 27mins
4-SAT						Off
5-SUN						Off
6-MON	8:15	12:10	12:11	5:11	15mins	7hrs 45mins
7-TUE	8:21	12:05	12:08	5:15	21mins	7hrs 39mins
8-WED						VL
9-THU						VL
10-FRI						VL
11-SAT						Off
12-SUN						Off
13-MON	8:06	12:03	12:04	5:13	6mins	7hrs 54mins
14-TUE	8:20	12:34	12:36	5:08	20mins	7hrs 40mins
15-WED	8:09	12:11	12:13	5:15	9mins	7hrs 51mins
16-THU	8:23	12:03	12:42	5:08	23mins	7hrs 37mins
17-FRI	8:05	12:01	12:05	5:09	5mins	7hrs 55mins
18-SAT						Off
19-SUN						Off
20-MON	8:14	12:24	12:25	5:12	14mins	7hrs 46mins
21-TUE	7:59	12:16	12:22	5:13		8hrs
22-WED	8:11	12:00	12:03	5:09	11mins	7hrs 49mins
23-THU	8:14	12:10	12:14	5:05	14mins	7hrs 46mins
24-FRI						VL
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:58	12:01	12:02	5:04		8hrs
29-WED	8:07	12:05	12:06	5:12	7mins	7hrs 53mins
30-THU	8:14	12:19	12:28	5:10	14mins	7hrs 46mins

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. NUNEZ**

Department Head  
Institute for Strategic Research & Development Studies