

DAILY TIME RECORD
GONZAGA, ERNESTO A. JR.

(NAME)

For the month of
February 1 - 28, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:53	12:06	12:24	5:03		8hrs
2-THU	7:53	12:06	12:38	5:03		8hrs
3-FRI	8:04	12:28	12:34	5:04	4mins	7hrs 56mins
4-SAT						Off
5-SUN						Off
6-MON	7:53	12:05	12:20	5:06		8hrs
7-TUE	7:37	12:08	12:30	5:05		8hrs
8-WED	7:52	12:09				4hrs (SPL half day)
9-THU	7:57	12:06	12:37	5:06		8hrs
10-FRI	7:56	12:04	12:21	5:11		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:04	12:06	12:43	5:07	4mins	7hrs 56mins
14-TUE	8:08	12:02	12:39	5:04	8mins	7hrs 52mins
15-WED	8:04	12:02	12:25	5:08	4mins	7hrs 56mins
16-THU	8:11	12:08	12:34	5:04	11mins	7hrs 49mins
17-FRI	8:17	12:13	12:29	5:09	17mins	7hrs 43mins
18-SAT						Off
19-SUN						Off
20-MON	8:16	12:05	12:25	5:06	16mins	7hrs 44mins
21-TUE	7:36	12:16	12:24	5:04		8hrs
22-WED	8:02	12:03	12:50	5:09	2mins	7hrs 58mins
23-THU	7:45	12:05	12:26	5:25		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:04	12:45	6:01		8hrs
28-TUE	8:05	12:02	12:17	5:08	5mins	7hrs 55mins

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

Philippines

E UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(Middle)

Alkuino

5. SALARY (Monthly)

ide VI

APPLICATION

DETAILS OF LEAVE:

use of vacation/Special Privilege leave:

Within the Philippines : personal

Abroad (Pls. Specify) :

use of Sick leave:

n Hospital (Pls. Specify) :

Out Patient (Pls. Specify) :

use of Special Leave Benefits for Women:

cify Illness)

use of Study leave:

BAR/Board Examination Review

Completion of Master's Degree

Completion of Doctorate Degree

Completion of PHD Degree

r purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Requested ☐ Not Requested

GONZAGA, ERNESTO A. JR.

(Signature of Applicant)

NON APPLICATION

ECOMMENDATION:

For Approval

For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

ISAPPROVED due to:

E. TULIN

d Signature)

resident