

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

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SL ✓
3-THU						SL ✓
4-FRI						SL ✓
5-SAT						Off
6-SUN						Off
7-MON	7:28	12:18	12:27	5:09		8hrs
8-TUE						SL ✓
9-WED						Holiday
10-THU						SLP ✓
11-FRI	7:45	12:15	12:38	5:23		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:50	12:02	12:30	5:03		8hrs
15-TUE	7:46	12:02	12:15	5:04		8hrs
16-WED	7:48	12:09				4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:47	12:04	12:54	5:09		8hrs
22-TUE	7:55	12:08	12:31	5:08		8hrs
23-WED	8:15	12:06	12:23	5:06	15mins	7hrs 45mins
24-THU	8:02	12:03	12:39	5:04	2mins	7hrs 58mins
25-FRI	8:09	12:24	12:38	5:17	9mins	7hrs 51mins
26-SAT						Off
27-SUN						Off
28-MON	6:45	12:00	1:00	5:00		101ST VSU ANNIVERSARY
29-TUE	7:58	12:13	1:00	5:00		101ST VSU ANNIVERSARY
30-WED	8:00	12:00	1:00	5:00		101ST VSU ANNIVERSARY

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

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

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SL
3-THU						SL
4-FRI						SL
5-SAT						Off
6-SUN						Off
7-MON	7:28	12:18	12:27	5:09		8hrs
8-TUE						SL
9-WED						Holiday
10-THU						SLP
11-FRI	7:45	12:15	12:38	5:23		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:50	12:02	12:30	5:03		8hrs
15-TUE	7:46	12:02	12:15	5:04		8hrs
16-WED	7:48	12:09				4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:47	12:04	12:54	5:09		8hrs
22-TUE	7:55	12:08	12:31	5:08		8hrs
23-WED	8:15	12:06	12:23	5:06	15mins	7hrs 45mins
24-THU	8:02	12:03	12:39	5:04	2mins	7hrs 58mins
25-FRI	8:09	12:24	12:38	5:17	9mins	7hrs 51mins
26-SAT						Off
27-SUN						Off
28-MON	6:45	12:00	1:00	5:00		101ST VSU ANNIVERSARY
29-TUE	7:58	12:13	1:00	5:00		101ST VSU ANNIVERSARY
30-WED	8:00	12:00	1:00	5:00		101ST VSU ANNIVERSARY

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