

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

For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						SL
2-TUE	7:54	12:02	12:18	5:04		8hrs
3-WED	7:38	12:04	12:20	5:06		8hrs
4-THU	8:13	12:05	12:31	5:04	13mins	7hrs 47mins
5-FRI	8:09	12:19	12:26	5:03	9mins	7hrs 51mins
6-SAT						Off
7-SUN						Off
8-MON	7:52	12:06	12:34	5:07		8hrs
9-TUE	7:58	12:08	12:25	5:07		8hrs
10-WED	8:05	12:10	12:35	5:14	5mins	7hrs 55mins
11-THU	7:58	12:05	12:33	5:17		8hrs
12-FRI						SPL
13-SAT						Off
14-SUN						Off
15-MON	7:46	12:20	12:26	5:04		8hrs
16-TUE	7:51	12:03	12:34	5:10		8hrs
17-WED	7:54	12:02	12:32	5:46		8hrs
18-THU	7:43	12:13	12:25	5:11		8hrs
19-FRI	7:41	12:12	1:06	5:10	6mins	7hrs 54mins
20-SAT						Off
21-SUN						Off
22-MON	7:54	12:07	12:11	5:11		8hrs
23-TUE	7:51	12:06	12:19	5:12		8hrs
24-WED	7:46	12:03	12:07	5:08		8hrs
25-THU	7:37	12:01	12:19	5:00		8hrs
26-FRI	7:56	12:15	12:46	5:02		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:37	12:08	12:19	5:33		8hrs
31-WED	7:33	12:08	12:34	5:00		8hrs

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

(Last Name) (Middle Name)

esto Alkuino

5. SALARY (Monthly)

Side VI

APPLICATION

DETAILS OF LEAVE:

Use of vacation/Special Privilege leave:

Within the Philippines : personal

Abroad (Pls. Specify) :

Use of Sick leave:

In Hospital (Pls. Specify) :

Out Patient (Pls. Specify) :

Use of Special Leave Benefits for Women:

Specify illness)

Use of Study leave:

Completion of Master's Degree

BAR/Board Examination Review

For purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Requested ☒ Not Requested

GONZAGA, ERNESTO A. JR.

(Signature of Applicant)

FOR NON APPLICATION

RECOMMENDATION:

For Approval

For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

DISAPPROVED due to:

L. TULIN

(Signature)
resident