

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

For the month of
May 1 - 31, 2024
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 | 7:39 | 12:01 | 12:12 | 5:08 | | 8hrs |
| 3-FRI | 7:56 | 12:09 | 12:31 | 5:05 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 8:01 | 12:14 | 12:22 | 5:07 | 1min | 7hrs 59mins |
| 7-TUE | 7:56 | 12:25 | 12:26 | 5:02 | | 8hrs |
| 8-WED | 7:47 | 12:04 | 12:38 | 5:08 | | 8hrs |
| 9-THU | 7:59 | 12:10 | 12:30 | 5:08 | | 8hrs |
| 10-FRI | 8:04 | 12:06 | 12:27 | 5:03 | 4mins | 7hrs 56mins |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 8:00 | 12:26 | 12:37 | 5:09 | | 8hrs |
| 14-TUE | 7:58 | 12:07 | 12:35 | 5:04 | | 8hrs |
| 15-WED | 7:56 | 12:10 | 12:40 | 5:08 | | 8hrs |
| 16-THU | 8:12 | 12:01 | 12:56 | 5:12 | 12mins | 7hrs 48mins |
| 17-FRI | | | | | | SL |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | 7:52 | 12:15 | 12:38 | 5:07 | | 8hrs |
| 21-TUE | 8:13 | 12:16 | 12:30 | 5:31 | 13mins | 7hrs 47mins |
| 22-WED | 7:54 | 12:03 | 12:29 | 5:14 | | 8hrs |
| 23-THU | 7:58 | 12:10 | 12:27 | 5:34 | | 8hrs |
| 24-FRI | 7:52 | 12:06 | 12:38 | 5:08 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:58 | 12:12 | 12:46 | 5:02 | | 8hrs |
| 28-TUE | 8:32 | 12:27 | 12:35 | 5:13 | 32mins | 7hrs 28mins |
| 29-WED | | | | | | SPL |
| 30-THU | 7:27 | 12:11 | 12:15 | 5:12 | | 8hrs |
| 31-FRI | 7:49 | 12:07 | 12:12 | 5:13 | | 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

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(NAME)

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