

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

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:37	12:36	12:43	5:09		8hrs
12-WED	7:54	12:03	12:21	5:06		8hrs
13-THU	7:55	12:07	12:27	5:05		8hrs
14-FRI	8:01	12:04	12:30	5:11	1min	7hrs 59mins
15-SAT						Off
16-SUN						Off
17-MON	7:39	12:05	12:28	5:09		8hrs
18-TUE	8:11	12:08	12:33	5:09	11mins	7hrs 49mins
19-WED	8:15	12:11	12:24	5:06	15mins	7hrs 45mins
20-THU	7:57	12:04	12:36	5:10		8hrs
21-FRI	7:51	12:10	12:31	5:14		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:48	12:27				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:04	12:02	12:37	5:06	4mins	7hrs 56mins
26-WED	8:22	12:05	12:17	5:05	22mins	7hrs 38mins
27-THU	7:41	12:07	12:21	5:11		8hrs
28-FRI	7:43	12:03	12:16	5:11		8hrs
29-SAT						Off
30-SUN						Off

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

Philippines

**UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(Last Name)	(Middle)
<b>sto</b>	<b>Alkuino</b>
	5. SALARY (Monthly)
<b>Side VI</b>	

## **APPLICATION**

### **DETAILS OF LEAVE:**

Use of vacation/Special Privilege leave:  
Within the Philippines :  
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:  
BAR/Board Examination Review  
Completion of Master's Degree  
Completion of Doctorate Degree  
Completion of PHD Degree

For purpose:  
Monetization of Leave Credits  
Terminal Leave

### **COMMUTATION**

Requested ☐ Not Requested

**GONZAGA, ERNESTO A. JR.**

(Signature of Applicant)

### **RECOMMENDATION**

#### **RECOMMENDATION:**

For Approval

For Disapproval due to:

**LILIAN B. NUÑEZ**

Institute for Strategic Research and Development Studies

DISAPPROVED due to:

**G. YEPES**

(Signature)  
President