

Civil Service Form 48

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

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

1e Philippines

TE UNIVERSITY

y City, Leyte

Stamp of Date of Receipt

IN FOR LEAVE

(First)

(Middle)

Ernesto

Alkuno

5. SALARY (Monthly)

ive Aide VI

F APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☒ Out Patient (Pls. Specify) : arthritis

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

GONZAGA, ERNESTO A. JR.

(Signature of Applicant)

ION ON APPLICATION

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

7.d DISAPPROVED due to:

O E. TULIN

ne and Signature)
ty President

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON			12:39	5:05	4hrs	4hrs
4-TUE	10:13	12:12	12:37	5:00	2hrs 13mins	5hrs 47mins
5-WED	7:42	12:01	12:02	5:03		8hrs
6-THU	7:51	12:04	12:14	5:02		8hrs
7-FRI	7:35	12:14	12:56	5:02		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:42	12:06	12:12	5:00		8hrs
11-TUE	8:12	12:03	12:31	5:00	12mins	7hrs 48mins
12-WED	7:51	12:03	12:27	5:16		8hrs
13-THU	7:47	12:15	12:47	5:03		8hrs
14-FRI	7:51	12:04	12:33	5:00		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:27	12:31	5:02		8hrs
18-TUE	7:55	12:05	12:18	5:07		8hrs
19-WED	8:08	12:22	12:31	5:03	8mins	7hrs 52mins
20-THU						Holiday
21-FRI						SL
22-SAT						Off
23-SUN						Off
24-MON	7:39	12:46	12:46	5:02		8hrs
25-TUE	8:09	12:04	12:28	5:07	9mins	7hrs 51mins
26-WED	7:46	12:05	12:12	5:03		8hrs
27-THU	8:00	12:02	12:43	5:08		8hrs
28-FRI	7:55	12:08	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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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