

DAILY TIME RECORD  
GONZAGA, ERNESTO A. JR.

(NAME)

For the month of  
October 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

| Day    | AM   |       | PM    |      | T/U    | Total       |
|--------|------|-------|-------|------|--------|-------------|
|        | IN   | OUT   | IN    | OUT  |        |             |
| 1-WED  | 8:00 | 12:00 | 12:50 | 5:14 |        | 8hrs        |
| 2-THU  | 8:14 | 12:11 | 12:18 | 5:17 | 14mins | 7hrs 46mins |
| 3-FRI  | 7:51 | 12:16 | 12:23 | 5:07 |        | 8hrs        |
| 4-SAT  |      |       |       |      |        | Off         |
| 5-SUN  |      |       |       |      |        | Off         |
| 6-MON  | 7:50 | 12:09 | 12:29 | 5:14 |        | 8hrs        |
| 7-TUE  |      |       |       |      |        | FL          |
| 8-WED  | 8:06 | 12:00 | 12:33 | 5:09 | 6mins  | 7hrs 54mins |
| 9-THU  | 8:19 | 12:18 | 12:21 | 5:20 | 19mins | 7hrs 41mins |
| 10-FRI | 8:15 | 12:06 | 12:31 | 5:06 | 15mins | 7hrs 45mins |
| 11-SAT |      |       |       |      |        | Off         |
| 12-SUN |      |       |       |      |        | Off         |
| 13-MON | 7:54 | 12:03 | 12:36 | 5:10 |        | 8hrs        |
| 14-TUE | 7:46 | 12:10 | 12:33 | 5:07 |        | 8hrs        |
| 15-WED | 8:06 | 12:27 | 12:52 | 5:19 | 6mins  | 7hrs 54mins |
| 16-THU | 8:01 | 12:13 | 12:37 | 5:08 | 1min   | 7hrs 59mins |
| 17-FRI | 8:08 | 12:10 | 12:26 | 5:01 | 8mins  | 7hrs 52mins |
| 18-SAT |      |       |       |      |        | Off         |
| 19-SUN |      |       |       |      |        | Off         |
| 20-MON |      |       |       |      |        | Holiday     |
| 21-TUE | 7:56 | 12:02 | 12:17 | 5:08 |        | 8hrs        |
| 22-WED | 8:04 | 12:21 | 12:22 | 5:08 | 4mins  | 7hrs 56mins |
| 23-THU | 7:55 | 12:16 | 12:19 | 5:03 |        | 8hrs        |
| 24-FRI | 7:48 | 12:13 | 12:21 | 5:03 |        | 8hrs        |
| 25-SAT |      |       |       |      |        | Off         |
| 26-SUN |      |       |       |      |        | Off         |
| 27-MON | 7:48 | 12:16 | 12:18 | 5:16 |        | 8hrs        |
| 28-TUE | 7:51 | 12:29 | 12:44 | 5:03 |        | 8hrs        |
| 29-WED |      |       |       |      |        | VL          |
| 30-THU | 8:02 | 12:25 | 12:29 | 5:08 | 2mins  | 7hrs 58mins |
| 31-FRI |      |       |       |      |        | 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 and Development Studies

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(NAME)

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