



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: JHADI A. CRUZA

For the Month of: DECEMBER

Department: ITEEM

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	7:00	12:00					1:00	5:00					9
2	7:00	12:00					1:00	5:30					9.5
3	7:00	12:00					1:00	5:00					9
4													
5													
6	7:00	12:00					1:00	5:00					9
7	7:00	12:00					1:00	5:30					9.5
8	7:00	12:00					1:00	5:00					9
9	7:00	12:00					1:00	5:30					9.5
10	7:00	12:00					1:00	5:00					9
11													
12													
13	7:00	12:00					1:00	5:00					9
14	7:00	12:00					1:00	5:30					9.5
15	7:00	12:00											5
16													
17													
18													
19													
20	8:00	12:00					1:00	5:00					8
21	8:00	12:00					1:00	5:00					8
22	8:00	12:00					1:00	5:00					8
23													
24													
25													
26													
27													
28													
29													
30													
31													

GRAND TOTAL 118

I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of work performed made daily at the time of arrival(s) and departure(s).

Signature of Part-time Instructor

Printed Name and Signature of Dept. Head