

Department: ITEEM

PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFCE

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: KARREN LISTHERWAY C. ISAAC

For the Month of: NOVEMBER

Year: 2021

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1*	HOLIDA	AY											(Hours)
2	8:30	12:00					1:00	5:30	***************************************				8
3	7:00	12:00					1:00	5:00					9
4	8:30	12:00					1:00	5:30					8
5	7:00	12:00					1:00	5:00					9
6													
7													
8	HOLIDAY												
9	8:30	12:00					1:00	5:30					8
10	7:00	12:00					1:00	5:00					9
11	8:30	12:00					1:00	5:30					8
12	8:00	12:00					1:00	5:00					8
13													
14			-										
15	7:00	12:00					1:00	2:00					9
16	8:30	12:00					1:00						8
17	7:00	12:00					1:00	2:00					9
18	8:30	12:00					1:00						8
19	8:00	12:00					1:00	C:00					8
20													
21													
22	7:00	12:00					1:00	5:00					9
23	8:30	12:00					1:00	5:30		É			8
24	7:00	12:00					1:00	T:00					9
25	8:30	12:00					1:00	E:30					8
26	8:00	12:00					1:00	∵ :∞					8
27													
28													
29	7:00	12:00					1:00	€;00					9
30	HOLI	YAK											
31													
	GRAND TOT										OTAL	160	

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

DR. ELIZA D. ESPINOSA

Printed Name and Signature of Dept. Head