



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: JETRO LORICA MACAYAN
Department: DLABS

For the Month of: NOVEMBER
Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	A L L S A I N T ' S D A Y												
2	6:30					12:00	1:00					5:00	8
3	7:00					12:00	1:00					5:00	8
4	6:00					12:00	1:00					5:00	8
5	9:00					12:00	1:00						5
6	S A T U R D A Y												
7	S U N D A Y												
8	TYPHOON HAIYAN COMMEMORATION												
9													
10	07:00					12:00	1:00					5:00	8
11	07:00					12:00	1:00					5:00	8
12	07:00					12:00							6
13	S A T U R D A Y												
14	S U N D A Y												
15	06:00					12:00	1:00						8
16	07:00					12:00	1:00					5:00	8
17	07:00					12:00	1:00						7
18	06:00					12:00	1:00					4:00	8
19	07:00					12:00	1:00					4:00	8
20	S A T U R D A Y												
21	S U N D A Y												
22	07:00					12:00	1:00					3:00	8
23													
24	07:40					12:00	1:00					3:00	8
25	06:40					12:00	1:00					5:00	8
26	08:00					12:00							6
27	S A T U R D A Y												
28	S U N D A Y												
29	07:40					12:00	1:00						6
30	BONIFACIO DAY												
GRAND TOTAL												126	

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