

**DAILY TIME RECORD FOR PART-TIME INSTRUCTORS**

Name: Genoviva B. Gonzales  
Department: DLABS

For the Month of: January  
Year: 2022

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10	8:30					12:00	1:00					4:00	4
11	8:30					12:00	1:00					4:00	4
12	9:00					12:00	1:00					4:00	4
13	9:00					12:00	1:00					2:00	4
14	9:00					12:00	1:00					2:00	4
15	SAT												
16	SUN												
17	8:00					12:00	1:00					3:00	4
18	Wfh	HQ											
19	Wfh	HQ											
20	Wfh	HQ											
21	Wfh	HQ											
22	SAT												
23	SUN												
24	Wfh	HQ											
25	Wfh	HQ											
26	11:00					12:00	1:00					5:00	4
27	8:00											12:00	4
28	8:00					12:00	1:00					5:00	4
29													
30													
31													
<b>GRAND TOTAL</b>													36
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).													
							JETT C. QUEBEC						
							Printed Name and Signature of Dept. Head						
Signature of Part-time Instructor													