



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: SHIELA MAE T. SARCO
Department: AGRONOMY

For the Month of: FEBRUARY
Year: 2025

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	Saturday												-
2	Sunday												-
3		7:00	10:00	10:00	1:00			1:00	2:30				7.5
4		10:00	1:00					2:00	3:00	4:00	7:00		7
5		10:00	1:00					1:00	4:00	4:00	7:00		9
6								1:00	2:30				1.5
7		7:00	10:00					2:00	3:00	4:00	7:00		7
8	Saturday												-
9	Sunday												-
10	Class Suspension due to Heavy Rainfall												-
11		10:00	1:00					2:00	3:00	4:00	7:00		7
12	USSC General Assembly												-
13								1:00	2:30				1.5
14		7:00	10:00					2:00	3:00	4:00	7:00		7
15	Saturday												-
16	Sunday												-
17		7:00	10:00	10:00	1:00			1:00	2:30				7.5
18		10:00	1:00					2:00	3:00	4:00	7:00		7
19		10:00	1:00					1:00	4:00	4:00	7:00		9
20								1:00	2:30				1.5
21		7:00	10:00					Class Suspension					3
22	Saturday												-
23	Sunday												-
24		7:00	10:00	10:00	1:00			1:00	2:30				7.5
25								2:00	3:00	4:00	7:00		4
26		10:00	1:00					1:00	4:00	4:00	7:00		9
27								1:00	2:30				1.5
28		7:00	10:00					2:00	3:00	4:00	7:00		7
29													
30													
31													
GRAND TOTAL												104.5	
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						
							LUZ G. ASIO, PhD.						

