

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: **Daniel Joseph T. Tan**

For the Month of: **December**

Department: **DLABS**

Year: **2021**

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	7:30	12:00					1:00	5:00					8.50
2	7:30	12:00					1:00	5:00					8.50
3	7:30	12:00					1:00	5:00					8.50
4													
5													
6	7:30	12:00					1:00	5:00					8.50
7	7:30	12:00					1:00	5:00					8.50
8													
9	7:30	12:00					1:00	5:00					8.50
10	7:30	12:00					1:00	5:00					8.50
11													
12													
13	7:30	12:00					1:00	5:00					8.50
14	7:30	12:00					1:00	5:00					8.50
15	7:30	12:00					O.P. Memo No. 132 s.2021						
16							O.P. Memo No. 132 s.2021						
17							O.P. Memo No. 133 s.2021						
18													
19													
20							WORK FROM HOME						
21							WORK FROM HOME						
22							WORK FROM HOME						
23							WORK FROM HOME						
24							WORK FROM HOME						
25													
26													
27													
28													
29													
30													
31													
GRAND TOTAL													

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
Signature of Part-time Instructor	Printed Name and Signature of Dept. Head