

PERSONNEL RECORDS AND PERFORMANCE **EVALUATION OFFCE**

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: KEVIN R. SUMAYANG

For the Month of: December

Department: INTEGRATED HIGH SCHOOL-JHS

Year: 2021

| Day | AM | | | | | | PM | | | | | | Daily |
|-----|------|-------|-----|-----|-----|-------|------|------|--|-----|---------|---|------------------|
| | ARR | DEP | ARR | DEP | ARR | DEP | ARR | DEP | ARR | DEP | ARR | DEP | Total (hours) |
| 1 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 2 | 8:00 | 12:00 | | | 7 | | 1:00 | 5:00 | | | | | 8 |
| 3 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 4 | | | | | | | | | | | | | + |
| 5 | | | | | | | | | | | | | + |
| 6 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 7 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 8 | | | | | | | | | | | | | |
| 9 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 10 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 11 | | | | | | | | 0.00 | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | 8:00 | 12:00 | | | | 3,000 | 1:00 | 5:00 | | | | | 8 |
| 14 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 15 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 16 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 17 | 8:00 | 12:00 | | | | | 1:00 | 5:00 | | | | | 8 |
| 18 | | | | | | | | 0.00 | | | | | 0 |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | ······································ | | | | |
| 21 | | | | | | | | | | | | *************************************** | |
| 22 | | | | | | | | | | | | · · · · · · · · · · · · · · · · · · · | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
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| 31 | | | | | | | | | | | | | |
| | • | | | | | | | | | CP | AND T | OTAL | 96 |

GRAND TOTAL | 96 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).

> OVO KEVIN R. SUMAYANG

Signature of Part-time Instructor

SHALOM GRACE C. SUGANO

Printed Name and Signature of Dept. Head