

PERSONNEL RECORDS AND PERFORMANCE **EVALUATION OFFCE**

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MICHELLE G. ORDOVEZ

For the Month of: December

Department: INTEGRATED HIGH SCHOOL-JHS

Year: 2021

_		AM						PM					
Day	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Daily Tota (hours
1	8:05	12:05					1:05	5:10					8.5
2	7:50	12:05					1:00	5:15					8.30
3	7:50	12:10					1:00	5:03					8.38
4													0.50
5													
6	7:55	12:00					1:00	4:40					7.75
7	8:30	12:00					1:00	4:40					7.17
8													7.17
9	8:10	12:00					12:59	4:55					7.76
10	8:20	12:00					1:00	5:00					7.67
11					***************************************		2.00	3.00					7.07
12													
13	8:30	12:00					1:00	4:40					7.17
14	7:55	12:00					12:58	4:40					7.75
15	8:50	12:01					1:00	4:50					7.01
16	8:10	12:01					1:05	5:00					7.85
17	7:50	12:10					1:00	5:03					
18							1.00	3.03					8.38
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29				1									
30													
31													
											AND TO	OT	93.69

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).

MICHELLE G. ORDOVEZ

SHALOM GRACE C. SUGANO

Signature of Part-time Instructor

Printed Name and Signature of Dept. Head

DTR21