



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Justin Andrew S. Planco
Department: DLABS

For the Month of: November
Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	Holiday												
2	8:30					12:00	1:00					3:00	5.5
3	7:00					12:00	1:00					4:00	8
4	8:30					12:00	1:00					4:00	6.5
5	WFH												3
6	Sat												
7	Sun												
8	Holiday												
9	9:00					12:00	1:00					5:00	7
10	7:00					12:00	1:00					4:00	8
11	8:00					12:00	1:00					5:00	8
12	7:00					12:00	1:00					4:00	8
13	Sat												
14	Sun												
15	8:00					12:00	1:00					4:00	7
16	7:00					12:00	1:00					4:00	8
17	7:00					12:00	1:00					5:00	9
18	9:00					12:00	1:00					3:00	5
19	WFH												1
20	Sat												
21	Sun												
22	8:30					12:00	1:00					4:00	6.5
23	7:30					12:00	1:00					5:00	8.5
24	7:30					12:00	1:00					3:00	6.5
25	8:00					12:00	1:00					3:00	6
26	WFH												1
27	Sat												
28	Sun												
29	WFH												4.99
30	Holiday												
GRAND TOTAL													117.49
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						