



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: LIGAYA JACSON

For the Month of: NOVEMBER, 2021

Department: FOOD SCIENCE & TECHNOLOGY

Year: 2021

| Day | AM    |       |       |       |     |     | PM   |      |      |      |     |     | Daily<br>Total<br>(hours) |
|-----|-------|-------|-------|-------|-----|-----|------|------|------|------|-----|-----|---------------------------|
|     | ARR   | DEP   | ARR   | DEP   | ARR | DEP | ARR  | DEP  | ARR  | DEP  | ARR | DEP |                           |
| 1   |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 2   | 10:30 | 12:00 |       |       |     |     | 2:00 | 3:30 |      |      |     |     | 3:00                      |
| 3   | 10:30 | 11:30 |       |       |     |     |      |      |      |      |     |     | 1.5                       |
| 4   | 7:30  | 10:00 |       |       |     |     | 2:00 | 3:30 |      |      |     |     | 4.00                      |
| 5   | 8:30  | 9:30  |       |       |     |     | 1:00 | 4:00 |      |      |     |     | 4.00                      |
| 6   |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 7   |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 8   |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 9   |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 10  | 10:00 | 11:30 |       |       |     |     |      |      |      |      |     |     | 1.50                      |
| 11  | 8:00  | 10:00 |       |       |     |     |      |      |      |      |     |     | 2.00                      |
| 12  | 8:00  | 12:00 |       |       |     |     | 1:00 | 4:00 |      |      |     |     | 6.5                       |
| 13  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 14  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 15  | 7:30  | 11:30 |       |       |     |     | 4:00 | 5:00 |      |      |     |     | 5.00                      |
| 16  | 10:30 | 12:00 |       |       |     |     | 2:00 | 3:30 |      |      |     |     | 3.00                      |
| 17  | 10:00 | 11:30 |       |       |     |     |      |      |      |      |     |     | 1.50                      |
| 18  | 7:30  | 10:00 |       |       |     |     |      |      |      |      |     |     | 2.50                      |
| 19  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 20  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 21  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 22  | 7:30  | 11:30 |       |       |     |     |      |      |      |      |     |     | 4.00                      |
| 23  |       |       |       |       |     |     | 2:00 | 3:30 |      |      |     |     | 1.5                       |
| 24  | 10:00 | 11:30 |       |       |     |     | 2:00 | 3:30 | 4:00 | 5:00 |     |     | 4.0                       |
| 25  | 8:00  | 12:00 |       |       |     |     | 1:00 | 4:00 |      |      |     |     | 6.0                       |
| 26  | 7:30  | 10:00 |       |       |     |     | 1:00 | 4:00 |      |      |     |     | 6.5                       |
| 27  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 28  |       |       |       |       |     |     |      |      |      |      |     |     |                           |
| 29  | 8:00  | 9:30  | 10:00 | 11:30 |     |     |      |      |      |      |     |     | 3.00                      |
| 30  | 10:00 | 11:30 |       |       |     |     |      |      |      |      |     |     | 1.50                      |
| 31  |       |       |       |       |     |     |      |      |      |      |     |     |                           |

**GRAND TOTAL** 61

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).

|                                                        |                                                                   |
|--------------------------------------------------------|-------------------------------------------------------------------|
| <br>LIGAYA JACSON<br>Signature of Part-time Instructor | <br>FLORINA A. GALVEZ<br>Printed Name and Signature of Dept. Head |
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