



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: SHIELA MAE T. SARCO
Department: AGRONOMY

For the Month of: NOVEMBER
Year: 2024

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	Holiday												
2	Saturday												
3	Sunday												
4	8:30	10:00					1:00	4:00	4:00	5:30			6
5	7:00	8:30	8:30	10:00			1:00	2:30	5:30	7:00			6
6	7:00	10:00	10:00	1:00			1:00	4:00					9
7	8:30	10:00					1:00	4:00	4:00	5:30			6
8	7:00	8:30	8:30	10:00			1:00	2:30	5:30	7:00			6
9	Saturday												
10	Sunday												
11	8:30	10:00					1:00	4:00	4:00	5:30			6
12	7:00	8:30	8:30	10:00			1:00	2:30	5:30	7:00			6
13	7:00	10:00	10:00	1:00			1:00	4:00					9
14	8:30	10:00					1:00	4:00	4:00	5:30			6
15	7:00	8:30	8:30	10:00			Suspended Class due to Typhoon						3
16	Saturday												
17	Sunday												
18	8:30	10:00					1:00	4:00	4:00	5:30			6
19	7:00	8:30	8:30	10:00			1:00	2:30	5:30	7:00			6
20	7:00	10:00	10:00	1:00			1:00	4:00					9
21	8:30	10:00					1:00	4:00	4:00	5:30			6
22	7:00	8:30	8:30	10:00			1:00	2:30	5:30	7:00			6
23	Saturday												
24	Sunday												
25	8:30	10:00					1:00	4:00	4:00	5:30			6
26	Absent												
27	7:00	10:00	10:00	1:00			1:00	4:00					9
28	8:30	10:00					1:00	4:00	4:00	5:30			6
29	7:00	8:30	8:30	10:00			1:00	2:30	5:30	7:00			6
30	Saturday												
GRAND TOTAL													123
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						

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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