

**DAILY TIME RECORD FOR PART-TIME INSTRUCTORS**

Name: Jie Romen Lim

For the Month of: December

Department: DLABS

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	6:00	12:00					1:00	5:00					10
2	8:00	12:00					1:00	5:00					8
3	8:00	12:00					1:00	5:00					8
4	<b>WEEKENDS</b>												
5													
6	7:00	12:00					1:00	5:00					9
7	7:00	12:00					1:00	5:00					9
8	<b>HOLIDAY</b>												
9	8:00	12:00					1:00	5:00					8
10	8:00	12:00					1:00	5:00					8
11	<b>WEEKENDS</b>												
12													
13	8:00	12:00					1:00	5:00					8
14	9:00	12:00					1:00	5:00					7
15	9:00	12:00					<b>Suspension of Work and Classes</b>						3
16	<b>Suspension of Work and Classes</b>												
17													
18	<b>WEEKENDS</b>												
19													
20	7:00	12:00					2:30	5:00					7:30
21	8:00	12:00					1:00	5:00					8
22	7:00	12:00					1:00	5:00					9
23	7:00	12:00					1:00	5:00					9
24	7:00	12:00					1:00	5:00					9
25	<b>WEEKENDS</b>												
26													
27													
28													
29													
30													
31													
<b>GRAND TOTAL</b>													120
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							<b>JETT C. QUEBEC</b>						