



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: SARAH V. PARILLA  
 Department: ITEEM

For the Month of: MAY  
 Year: 2023

| Day | AM   |       |       |       |     |     | PM   |      |      |      |     |     | Daily Total (hours) |
|-----|------|-------|-------|-------|-----|-----|------|------|------|------|-----|-----|---------------------|
|     | ARR  | DEP   | ARR   | DEP   | ARR | DEP | ARR  | DEP  | ARR  | DEP  | ARR | DEP |                     |
| 1   |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 2   | 8:00 | 9:00  |       |       |     |     | 1:00 | 4:00 | 4:00 | 5:00 |     |     | 5.00                |
| 3   | 7:00 | 10:00 |       |       |     |     |      |      |      |      |     |     | 3.00                |
| 4   | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 5   | 8:00 | 9:00  |       |       |     |     | 4:00 | 5:00 |      |      |     |     | 2.00                |
| 6   |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 7   |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 8   | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 9   | 8:00 | 9:00  |       |       |     |     | 1:00 | 4:00 | 4:00 | 5:00 |     |     | 5.00                |
| 10  | 7:00 | 10:00 |       |       |     |     |      |      |      |      |     |     | 3.00                |
| 11  | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 12  | 8:00 | 9:00  |       |       |     |     | 4:00 | 5:00 |      |      |     |     | 2.00                |
| 13  |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 14  |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 15  | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 16  | 8:00 | 9:00  |       |       |     |     | 1:00 | 4:00 | 4:00 | 5:00 |     |     | 5.00                |
| 17  | 7:00 | 10:00 |       |       |     |     |      |      |      |      |     |     | 3.00                |
| 18  | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 19  | 8:00 | 9:00  |       |       |     |     | 4:00 | 5:00 |      |      |     |     | 2.00                |
| 20  |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 21  |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 22  | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 23  | 8:00 | 9:00  |       |       |     |     | 1:00 | 4:00 | 4:00 | 5:00 |     |     | 5.00                |
| 24  | 7:00 | 10:00 |       |       |     |     |      |      |      |      |     |     | 3.00                |
| 25  | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 26  | 8:00 | 9:00  |       |       |     |     | 4:00 | 5:00 |      |      |     |     | 2.00                |
| 27  |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 28  |      |       |       |       |     |     |      |      |      |      |     |     |                     |
| 29  | 8:30 | 10:00 | 11:00 | 12:00 |     |     | 3:00 | 4:00 |      |      |     |     | 3.50                |
| 30  | 8:00 | 9:00  |       |       |     |     | 1:00 | 4:00 | 4:00 | 5:00 |     |     | 5.00                |
| 31  | 7:00 | 10:00 |       |       |     |     |      |      |      |      |     |     | 3.00                |

**GRAND TOTAL 76.00**

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).

|                                   |  |                                          |
|-----------------------------------|--|------------------------------------------|
|                                   |  | ELIZA D. ESPINOSA                        |
|                                   |  | Printed Name and Signature of Dept. Head |
| Signature of Part-time Instructor |  |                                          |