



**OFFICE OF THE HEAD OF RECRUITMENT,
SELECTION, PLACEMENT AND
PERSONNEL RECORDS**

Visca Baybay City, Leyte 6521-A, Philippines
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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MARVIN O. VISTAL

For the Month of: JULY

Department: DLABS

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	8:00	12:00					1:00	5:00					8
2	8:00	12:00					1:00	5:00					8
3	S	A	T	U	R	D	A	Y					
4	S	U	N	D	A	Y							
5	8:00	12:00					1:00	5:00					8
6	8:00	12:00					1:00	5:00					8
7	8:00	12:00					1:00	5:00					8
8	8:00	12:00					1:00	5:00					8
9	8:00	12:00					1:00	5:00					8
10	S	A	T	U	R	D	A	Y					
11	S	U	N	D	A	Y							
12	8:00	12:00					1:00	5:00					8
13	8:00	12:00					1:00	5:00					8
14	8:00	12:00					1:00	5:00					8
15	9:00	12:00					1:00	5:00					7
16	7:45	12:00					1:00	5:00					8.24
17	S	A	T	U	R	D	A	Y					
18	S	U	N	D	A	Y							
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
GRAND TOTAL													95

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).

		JETT C. QUEBEC
		Printed Name and Signature of Dept. Head
Signature of Part-time Instructor		