



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Rubie Jane M. Batis

For the Month of: March

Department: IHK

Year: 2022

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	8:00	12:00					2:00	3:00	4:00	5:00			6
2	8:00	12:00					1:00	2:00	3:00	4:00			6
3	8:00	12:00					2:00	3:00	4:00	5:00			6
4													
5													
6													
7	8:00	12:00					1:00	2:00	3:00	4:00			6
8	8:00	12:00					2:00	3:00	4:00	5:00			6
9	8:00	12:00					1:00	2:00	3:00	4:00			6
10	8:00	12:00					2:00	3:00	4:00	5:00			6
11													
12													
13													
14	8:00	12:00					1:00	2:00	3:00	4:00			6
15	8:00	12:00					2:00	3:00	4:00	5:00			6
16	8:00	12:00					1:00	2:00	3:00	4:00			6
17													
18													
19													
20													
21	8:00	12:00					1:00	2:00	3:00	4:00			6
22	8:00	12:00					2:00	3:00	4:00	5:00			6
23	8:00	12:00					1:00	2:00	3:00	4:00			6
24	8:00	12:00					2:00	3:00	4:00	5:00			6
25													
26													
27													
28	8:00	12:00					1:00	2:00	3:00	4:00			6
29	8:00	12:00					2:00	3:00					5
30	8:00	12:00					1:00	2:00	3:00	4:00			6
31	8:00	12:00					2:00	3:00	4:00	5:00			6
GRAND TOTAL													107

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.

Page 1 of 1
FM-HRM-28
V0 11-12-2021

No. 22-17-PT-PT