



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

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: **GALENZOGA, FLORA MAE A.**

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	8:00					12:00	1:00					5:00	8
2	8:00					12:00	1:00					5:00	8
3	8:00					12:00	1:00					5:00	8
4													
5													
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	8:00					12:00	1:00					5:00	8
11													
12													
13	8:00					12:00	1:00					5:00	8
14	8:00					12:00	1:00					5:00	8
15	8:00					12:00	1:00					5:00	8
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31													

GRAND TOTAL 88 HRS.

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