



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

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: RIZA MAE L. MANINGO

For the Month of: DECEMBER

Department: DLABS

Year: 2021

Day	AM						PM						Daily Total (hours)
	AR R	DEP	ARR	DEP	AR R	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	WORK FROM HOME												
2													
3													
4													
5													
6	WORK FROM HOME												
7													
8													
9													
10													
11													
12													
13	WORK FROM HOME (OP Memo Circular No. 132, s. 2021, OP Memo Circular No. 133, s. 2021 OP Memo Circular No. 134, s.2021)												
14													
15													
16													
17													
18													138.91
19													
20	8:30	10:00	10:00	11:30			4:00	5:30					4.5
21							1:00	2:30	2:30	4:00			3
22	7:00	8:30	8:30	10:00			11:30	1:00	4:00	5:30			6
23							1:00	2:30					1.5
24													
25													
26													
27													
28													
29													
30													
31													
GRAND TOTAL												153.91	
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						