



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Justin Andrew S. Planco

For the Month of: January

Department: DLABS

Year: 2022

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10	8:00					12:00							4
11	8:00					12:00							4
12	9:00					12:00	1:00					2:00	4
13	9:00					12:00	1:00					2:00	4
14													
15	Sat												
16	Sun												
17	9:00					12:00	1:00					2:00	4
18	8:00					12:00							4
19	8:00					12:00							4
20	WFH												4
21	WFH												4
22	Sat												
23	Sun												
24	WFH												4
25	WFH												4
26	10:00					12:00	1:00					3:00	4
27	8:00					12:00							4
28							1:00					5:00	4
29													
30													
31													
<b>GRAND TOTAL</b>													<b>56</b>
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).													
							<b>JETT C. QUEBEC</b>						
Signature of Part-time Instructor							Printed Name and Signature of Dept. Head						