

PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFICE

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: AMPARO CHRISTINE A. MEJICA

Department: ITEEM

For the Month of: NOVEMBER

Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1						4							(1100110
2													
3	7:00	11:30					1:00	5:30		_			9
4	10:00	1:00					1:00	2:30	4:00	5:30			6
5	SATURDAY						SATURDAY						
6	SUNDAY						SUNDAY						-
7	10:00	1:00					1:00	2:30	4:00	5:30			6
8	7:00	11:30					1:00	5:30					9
9	WEDNESDAY						WEDNESDAY						
10	7:00	11:30					1:00	5:30			-		9
11	10:00	1:00					1:00	2:30	4:00	5:30			6
12	SATURDAY						SATUR	1					
13	SUNDAY						SUNDAY						
14	10:00	1:00					1:00	2:30	4:00	5:30			6
15	7:00	11:30					1:00	5:30					9
16	WEDNESDAY							ESDAY					.,
17	7:00	11:30					1:00	5:30					9
18	10:00	11:30					1:00	2:30	4:00	5:30		-	6
19	SATURDAY						SATURDAY			0.00			
20	SUNDAY						SUNDAY						
21	10:00	1:00					1:00	2:30	4:00	5:30			6
22	7:00	11:30					1:00	5:30	1.00	0.00			9
23	WEDN	WEDNESDAY					WEDNESDAY						
24	7:00	11:30					1:00	5:30		1			9
25	10:00	1:00					1:00	2:30	4:00	5:30			6
26	SATURDAY						SATURDAY		7.00	0.00			
27	SUNDAY						SUNDAY						
28	10:00	1:00					1:00	2:30	4:00	5:30			6
29	7:00	11:30			1		1:00	5:30	1.00	5.50	5		9
30								3.00					
31					1								_
GRAND TOT												OTAL	120

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

ELIZA DE ESPINOSA

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.

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