

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MARVIN VISTAL O.
Department: DLABS/COLLEGE

For the Month of: DECEMBER

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1					10:00	12:00	1:00	5:00					6
2					10:00	12:00	1:00	5:00					6
3					10:00	12:00	1:00	5:00					6
4			S	A	T	U	R	D	A	Y			
5				S	U	N	D	A	Y				
6					10:00	12:00	1:00	5:00					6
7					10:00	12:00	1:00	5:00					6
8			H	O	L	I	D	A	Y				
9					10:00	12:00	1:00	5:00					6
10					10:00	12:00	1:00	5:00					6
11			S	A	T	U	R	D	A	Y			
12				S	U	N	D	A	Y				
13					10:00	12:00	1:00	5:00					6
14					10:00	12:00	1:00	5:00					6
15					10:00	12:00	OP	memo	No.132	2021			2
16			OP	memo	No.	132	Ser.	of	20	21			
17			op	memo	No.	133	Ser.	of	20	21			
18			S	A	T	U	R	D	A	Y			
19				S	U	N	D	A	Y				
20					10:00	12:00	1:00	5:00					6
21					10:00	12:00	1:00	5:00					6
22					10:00	12:00	1:00	5:00					6
23					10:00	12:00	1:00	5:00					6
24					10:00	12:00	1:00	5:00					6
25			S	A	T	U	R	D	A	Y			
26				S	U	N	D	A	Y				
27													
28													
29													
30													
31													
GRAND TOTAL													86

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						
							Printed Name and Signature of Dept. Head						

Signature of Part-time Instructor