

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Jie Romen Lim

Department: DLABS

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 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 2 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 3 | 9:00 | 10:00 | | | | | | | | | | | 1 |
| 4 | WEEKENDS | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | 1:00 | 2:00 | | | | | 1 |
| 7 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 8 | HOLIDAY | | | | | | | | | | | | |
| 9 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 10 | 9:00 | 10:00 | | | | | | | | | | | 1 |
| 11 | WEEKENDS | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | 1:00 | 2:00 | | | | | 1 |
| 14 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 15 | DLABS Christmas Party | | | | | | Suspension of Work and Classes | | | | | | |
| 16 | Suspension of Work and Classes | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | WEEKENDS | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | 1:00 | 2:00 | | | | | 1 |
| 21 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 22 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 23 | 9:00 | 10:00 | | | | | 1:00 | 2:00 | | | | | 2 |
| 24 | 9:00 | 10:00 | | | | | | | | | | | 1 |
| 25 | WEEKENDS | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | | | | | 22 |
| 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 | | | | | | | JETT C. QUEBEC | | | | | | |
| | | | | | | | | | | | | | |