



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

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: JETRO LORICA MACAYAN
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	6:40					12:00	1:00					4:00	8
2	7:00					12:00	1:00					3:00	8
3	9:30					12:00	1:00					5:00	8
4	SATURDAY												
5	SUNDAY												
6	7:00					12:00	1:00					5:00	8
7	7:30					12:00	1:00					4:00	8
8	holiday												
9	7:00					12:00	1:00					4:00	8
10	8:00					12:00	1:00					4:00	8
11	SATURDAY												
12	SUNDAY												
13	6:20					12:00	1:00					5:00	8
14	6:30					12:00	1:00					5:00	8
15													
16	SUSPENDED DUE TO TYPHOON ODETTE												
17	SUSPENDED DUE TO TYPHOON ODETTE												
18	SATURDAY												
19	SUNDAY												
20													
21	8:00					12:00	1:00					5:00	8
22	7:00					12:00	1:00					5:00	8
23	7:00					12:00	1:00					5:00	8
24	7:00					12:00							6
25													
26													
27													
28													
29													
30													
31													
GRAND TOTAL													110
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						