



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: KARIZZA A. MALAZARTE

For the Month of: December

Department: DLABS

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	8:00	12:00					1:00	5:00					8
2	8:00	12:00					1:00	5:00					8
3	8:00	12:00					1:00	5:00					8
4	SATURDAY & SUNDAY												
5	SATURDAY & SUNDAY												
6	8:00	12:00					1:00	5:00					8
7	7:30	12:00					1:00	5:00					8.5
8	HOLIDAY												
9	8:00	12:00					1:00	5:00					8
10	8:00	12:00					1:00	5:00					8
11	SATURDAY & SUNDAY												
12	SATURDAY & SUNDAY												
13	8:00	12:00					1:00	5:00					8
14	8:00	12:00					1:00	5:00					8
15	8:00	12:00					SUSPENDED						4
16	SUSPENDED												
17	SUSPENDED												
18	SATURDAY & SUNDAY												
19	SATURDAY & SUNDAY												
20	8:00	12:00					1:00	5:00					8
21	8:00	12:00					1:00	5:00					8
22	8:00	12:00					1:00	5:00					8
23	8:00	12:00					1:00	5:00					8
24	8:00	12:00					1:00	5:00					8
GRAND TOTAL													116.5
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							Printed Name and Signature of Dept. Head						