





DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: LYKA T. ARTUGUE

For the Month of: NOVEMBER 1-30

Department: Dept. of Business and Management

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	HOLIDAY												
2	8:00	12:00					1:00	5:00					8
3	10:00	12:00					3:00	7:30					6:30
4	8:00	12:00					1:00	5:00					8
5	8:00	12:00					1:00	5:00					8
6	SATURDAY												
7	SUNDAY												
8	10:00	12:00					3:00	7:30					6:30
9	8:00	12:00					1:00	5:00					8
10	10:00	12:00					3:00	7:30					6:30
11	8:00	12:00					1:00	5:00					8
12	8:00	12:00					1:00	5:00					8
13	SATURDAY												
14	SUNDAY												
15	10:00	12:00					3:00	7:30					6:30
16	8:00	12:00					1:00	5:00					8
17	10:00	12:00					3:00	7:30					6:30
18	8:00	12:00					1:00	7:30					8
19	8:00	12:00					1:00	5:00					8
20	SATURDAY												
21	SUNDAY												
22	10:00	12:00					3:00	7:30					6:30
23	8:00	12:00					1:00	5:00					8
24	10:00	12:00					3:00	7:30					6:30
25	8:00	12:00					1:00	7:30					8
26	8:00	12:00					1:00	5:00					8
27	SATURDAY												
28	SUNDAY												
29	10:00	12:00					3:00	7:30					6:30
30	HOLIDAY												
GRAND TOTAL													148HRS
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						