###  **DAILY TIME RECORD**

 Year/Month

Surname, First Name M.I.

Subject College

Position

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICIAL TIME** | **ARRIVAL** | **DEPARTURE** | **DAYS** |
| Morning |  |  |  |
| Afternoon |  |  |  |
| Evening |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | **A.M.** | **P.M.** | **Undertime** | **Total****Hours** |
| **Arrival** | **Depar ture** | **Arrival** | **Departure** | **Mins** | **Hrs** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |
| **21** |  |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |  |
| **26** |  |  |  |  |  |  |  |
| **27** |  |  |  |  |  |  |  |
| **28** |  |  |  |  |  |  |  |
| **29** |  |  |  |  |  |  |  |
| **30** |  |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |  |
| Total |  |  |  |

*I certify on my honor:*

*That entries on this report reflect the actual rendition of service;*

*That entries on dates other than the regular schedule, dates with no classes or to which classes were suspended are supported by an approved request to conduct classes and corresponding attendance sheet;*

*That said request and attendance sheet are kept by the College;*

*That upon query and verification, it is the responsibility of the Dean to present documents to prove that classes were conducted as stated.*

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| --- |
|  |

*Faculty*

|  |
| --- |
|  |

Dean