**Internship Monthly Attendance Record**

**(2021 - 2022, 3rd Term, BSCSSE, Internship 1, TN41)**

|  |  |  |
| --- | --- | --- |
| **Student/Intern** | : | Cadiz, Vicente II Q |
| **Company** | : | Galing Pook Foundation – CollabDev |
| **Department** | : | BSCSSE |
| **Supervisor** | : | Sir Janlo |
| **Official Work Schedule** | : | 9:00 am – 6:00 pm |

Inclusive Month(s): April – May Inclusive Dates: April 25 2022 - May 25 2022

From: April 25 2022 To: May 25 2022

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **AM** | | | **PM** | | | **OVERTIME** | | | **TOTAL** |
| **In** | **Out** | **Total** | **In** | **Out** | **Total** | **In** | **Out** | **Total** |
| 04/25/2022 | 9:00 | 12:00 | 3 Hrs | 1:00 | 6:00 | 5 Hrs | 6:00 | 7:00 | 1 Hr | 9 |
| 04/26/2022 | 9:00 | 12:00 | 3 Hrs | 1:00 | 6:00 | 5 Hrs | 6:00 | 7:00 | 1 Hr | 9 |
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| \* Overtime to be credited must be by count of an hour.  \* Hours allotted for lunch break will not be credited as hours worked for student interns. |  |  |  |  |  |  | **TOTAL NUMBER OF HOURS IN THIS REPORT:** | | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **TOTAL ACCUMULATED HOURS:** | | |  |
|  |  |  |  |  |  |  |

**Internship Monthly Attendance Record**

**(sy, term, degree program, course, section)**

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| **Student/Intern** | : |  |
| **Company** | : |  |
| **Department** | : |  |
| **Supervisor** | : |  |
| **Official Work Schedule** | : |  |

Inclusive Month(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From To

|  |  |  |
| --- | --- | --- |
| **ABSENCE/S** | **ACCUMULATED NUMBER:** | **REASON:** |
| WITH NOTICE: |  |  |
| WITHOUT NOTICE |  |  |
| TOTAL: |  |  |

|  |  |  |
| --- | --- | --- |
| Supervisor’s or Representative’s  Name and Signature / Date |  | Intern’s Name and Signature / Date |

|  |  |  |
| --- | --- | --- |
| IALAP Representative’s  Name and Signature / Date |  |  |