Carlos Hilado Memorial State University

Alijis Campus · Binalbagan Campus · Fortune Towne Campus · Talisay (Main) Campus

A leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development, and Nation-building)

College of Computer Studies

DAILY TIME & TASKS RECORD (DTTR)

_____
NAME

_____
INDUSTRY / AGENCY NAME / DEPARTMENT

_____
MONTH

_____ - _____ - _____ - _____
Official Hour Of Arrival And Departure

DAY	AM		PM		NO. OF HOURS	TASKS/ ASSIGNMENTS PERFORMED
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE		
1						
2						
3						
4						
5						
6						
7						
8						
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25						
26						
27						
28						
29						
30						
31						

TOTAL NO. OF HOURS: [   ]

I hereby certify on my honor that the above is a true and correct report of hours and assignments/tasks performed, a record of which was made daily at the time of arrival and departure from the office.

_____
Student's Signature

_____
HTE Supervisor's Name & Signature

CERTIFICATION INTERNATIONAL ISO 9001:2015

✉ college.computerstudies@chmsc.edu.ph
📠 (034) 434 8148
🌐 chmsc.edu.ph

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