## Civil Service Form No. 48

### DAILY TIME RECORD

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| --- |
| [Instructor Name] |

(Name)

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| For the month of | [Month] | |
| *Official hours for arrival and departure* | Regular days |  |
| Saturdays |  |

|  |  |  |  |  |  |  |
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| Day | **A.M.** | | **P.M.** | | **Undertime** | |
| **Arrival** | **Depar-ture** | **Arrival** | **Depar-ture** | **Hours** | **Min-utes** |
| **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** |  |  |  |  |  |  |
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*I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.*

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*VERIFIED as to the prescribed office hours:*

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*In Charge*

Please be advised that, in accordance with audit and accounting guidelines and rules, the **teaching schedule shall be beyon**d the regular official time, overload (teaching assignments for both undergraduate and graduate programs), evening services, and other equivalent activities.

The **date and time in the DTR *conform*** to the details in the **Tutor's Evaluation and Faculty Load Form 1**

