



**LAGUNA UNIVERSITY**  
**Academic Affairs Division**  
Laguna Sports Complex, Brgy. Bubukal, Santa Cruz, Laguna  
Tel. No. (049) 576-4359

**Student Internship Daily Time Record (DTR) FORM**

Student Intern: Osuna, Jan Maica C.  
Program: Bachelor of Science in Tourism Management  
Company: Laguna Tourism Culture Arts and Trade Office

Date	AM		PM		Total # of Hours
	Time In	Time Out	Time In	Time Out	
January 30, 2023	7:53	12:00	1:00	5:00	8
January 31, 2023	7:40	12:00	1:00	5:00	8
February 1, 2023	7:45	12:00	1:00	5:00	8
February 2, 2023	7:58	12:00	1:00	5:00	8
February 3, 2023	7:38	12:00	1:00	5:00	8
February 6, 2023	7:50	12:00	1:00	5:00	8
February 7, 2023	7:57	12:00	1:00	5:00	8
February 8, 2023	7:42	12:00	1:00	5:00	8
February 9, 2023	7:58	12:00	1:00	5:00	8
February 10, 2023	7:40	12:00	1:00	5:00	8
February 13, 2023	7:52	12:00	1:00	5:00	8
February 15, 2023	7:50	12:00	1:00	5:00	8
February 16, 2023	7:50	12:00	1:00	5:00	8
February 17, 2023	7:43	12:00	1:00	5:00	FIELD x2hrs 16
February 20, 2023	7:39	12:00	1:00	5:00	8
February 21, 2023	7:55	12:00	1:00	5:00	8
February 22, 2023	7:43	12:00	1:00	5:00	8
February 23, 2023	7:45	12:00	1:00	5:00	8
February 27, 2023	7:57	12:00	1:00	5:00	8
February 28, 2023	7:46	12:00	1:00	5:00	8
March 1, 2023	7:48	12:00	1:00	5:00	FIELD x2hrs 16
March 2, 2023	7:50	12:00	1:00	5:00	8
March 3, 2023	7:56	12:00	1:00	5:00	8
March 6, 2023	7:40	12:00	1:00	5:00	8
March 7, 2023	7:55	12:00	1:00	5:00	8
March 8, 2023	7:39	12:00	1:00	5:00	8
March 9, 2023	7:57	12:00	1:00	5:00	8

March 10, 2023	7:40	12:00	1:00	5:00	ANILAG x3hrs 24
March 11, 2023	5:11	12:00	1:00	5:00	ANILAG x3hrs 27
March 12, 2023	7:40	12:00	1:00	12:00	ANILAG x3hrs 48
March 13, 2023	10:33	12:00	1:00	2:00	ANILAG x3hrs 45
March 14, 2023	10:15	12:00	1:00	8:00	ANILAG x3hrs 27
March 15, 2023	7:20	12:00	1:00	11:00	ANILAG x3hrs 45
March 16, 2023	7:58	12:00	1:00	8:00	ANILAG x3hrs 27
March 17, 2023	9:40	12:00	1:00	4:00	ANILAG x3hrs 54
March 18, 2023			12:30	10:00	ANILAG x3hrs 30
March 21,	7:49	12:00	1:00	5:00	8
March 22,	7:59	12:00	1:00	5:00	8
March 23,	7:44	12:00	1:00	5:00	8
March 24,	7:50	12:00	1:00	5:00	8
March 27,	7:43	12:00	1:00	5:00	8
March 28,	7:40	12:00	1:00	5:00	8
March 29,	7:55	12:00	1:00	5:00	8
March 30,	7:42	12:00	1:00	5:00	8
March 31,	7:56	12:00	1:00	5:00	8
<b>TOTAL:</b>					<b>631 hrs</b>

Prepared by:



OSUNA, JAN MAICA C.

**Signature Over Printed Name of Student Intern**

☒ I agree to the collection and processing of my data for the purpose of recording my daily time record to satisfy the requirements of the Internship Program. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.