**ATTENDANCE AND PUNCTUALITY MONITORING SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Office / Unit: | | | | | | | | | | | | | | | |
| Subject: {subject} | | | Class Schedule: {schedule} | | | | | | | | | | | | |
| Course Code: {code} | | | Bldg. and Room No.: {room} | | | | | | | | | | | | |
| No. | Name of Student | | Course & Year | Indicate date and put a checkmark if student is present | | | | | | | | | | | |
| {date} | |  |  |  |  |  | |  |  |  |  |
| {#record}{index} | {name} | | {section} | {present} | |  |  |  |  |  | |  |  |  | {/record} |
| Checked by: | | {teacher} | | | Submitted to: | | | | | | JUBILEE S. DAGA-ANG, MIT | | | | |
|  | | Subject Instructor/Professor | | | Date Submitted: | | | | | | {datenow} | | | | |