



# Eastern University

Received Date

Filled up by HR Section

## Weekly Duty Hours of Faculty Members

Semester: ..... Year: .....

Name: ..... Employee ID: ..... Designation: .....

Day	Attendance			Regular Classes			Tutorial Classes			Consulting Hours			Lunch / Prayer	Weekly Faculty Meeting (Wednesday)		Other functions (student monitoring and administrative jobs, etc.)	Total
	(1)			(2)			(3)			(4)			(5)	(6)		(7) = 1 - [2+3+4+5+6]	(8)
	From	To	Hrs	From	To	Hrs	From	To	Hrs	From	To	Hrs	Hrs	Time	Hrs	Hrs	Hrs
Sat																	
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Total Hours =																	

Signature: ..... Date: .....

Signature of the Dean: ..... Date: .....