**Ancillary Teaching Faculty Members –**

**Declaration of Work during Reserve Duty**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

Name: Identity no.:

Faculty:

Reserve duty periods:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **From date** | **Thru date** |  | **From date** | **Thru date** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

Check the appropriate option:

🞏 I hereby declare that I **fully** performed all tasks relating to my work (frontal teaching assistance, reception hours for students, checking exams) during the period of my reserve duty.

🞏 I hereby declare that I **fully** performed all tasks relating to my work (frontal teaching assistance, reception hours for students, checking exams) beyond the period of my reserve duty on these dates:

Date Signature:

**Confirmation by Teaching Coordinator / Dean of Certification Studies at the Faculty**

I hereby confirm that during the above-mentioned periods the teacher’s duties were performed in accordance with the declaration.

Name: Signature: Date: