

OFFICE OF THE HEAD OF RECRUITMENT, **SELECTION, PLACEMENT AND PERSONNEL RECORDS**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: LORRAINE CRISTY E. CENIZA

Department: ITEEM

For the Month of: DECEMBER

Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1	7:00	10:00					1:00	5:30		-			7.5
2	8:30	2:30					4:00	5:30					7.5
3													
4													12.1
5	8:30	2:30					4:00	5:30					7.5
6	7:00	10:00					1:00	5:30					7.5
7													
8													
9	8:30	2:30					4:00	5:30					7.5
10											•	*	
11													
12	8:30	2:30					4:00	5:30			-		7.5
13	7:00	10:00					1:00	5:30					7.5
14													
15	7:00	10:00					1:00	5:30					7.5
16	8:30	2:30					4:00	5:30					7.5
17													
18													
19													
20												-	
21													
22													
23							3						
24													
25													
26											- 6		
27													
28										1700			
29				- Constitution of the Cons									
30													
31								-					ec =
GRAND TO										OTAL	67.5		

I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of work performed made daily at the time of arrival(s) and departure(s).

Signature of Part-time Instructor

ELIZA D. ESPINOSA

Printed Name and Signature of Dept. Head

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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