

#374

DAILY TIME RECORD**LIMBO, CHARIS B.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON					Ju	Absent
2-TUE	7:40	12:05	12:50	5:10		Absent
3-WED	7:45	12:15	1:00	5:55		Absent
4-THU	7:30	12:00	12:56	6:40		Absent
5-FRI	7:00	12:10 _{pm}	12:55 _{pm}	6:10		Absent
6-SAT						Off
7-SUN						Off
8-MON	7:00	12:10	12:55	6:10	Ju	Absent
9-TUE	7:35	12:05	12:59	6:10		Absent
10-WED	7:15	12:00	12:50	6:25		Absent
11-THU	7:30	12:20	12:54	6:50		Absent
12-FRI	6:53	12:10	1:00	6:20		Absent
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:10	1:00	5:46	Ju	Absent
16-TUE	7:20	12:10	12:56	7:10		Absent
17-WED	7:25	12:00	1:00	5:30		Absent
18-THU	7:20	12:00	1:00	7:40		Absent
19-FRI	7:30	12:10	12:15	6:10		Absent
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:05	1:00	6:10	Ju	Absent
23-TUE	7:40	12:03	12:59	6:10		Absent
24-WED	7:46	12:10	12:40	7:50		Absent
25-THU	6:40	12:17	12:59	7:10		Absent
26-FRI	6:15	12:15	12:49	9:25		Absent
27-SAT						Off
28-SUN						Off
29-MON	7:38	12:05	12:55	6:15	Ju	Absent
30-TUE	HOLIDAY					Absent

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


CHARIS B. LIMBO

VERIFIED as to prescribed office hours


BAYRON S. BARREDO

Department Head
Department of Teacher Education




ACCOMPLISHMENT REPORT

NOVEMBER
S.Y. 2021-2022

This is to certify that the undersigned **CHARIS B. LIMBO** has accomplished and delivered the following outputs:

- Supervised the operation of the unit
- Conducted Faculty and Staff Meetings
- Attended the USSC Meeting
- Signed application for leave form and clearances
- Signed DTRs of the Part-time Instructors
- Signed DTRs and payroll of the JOs
- Attended the Graduate Tracer Study Meeting
- Conducted meeting for the Department Personnel Committee
- Signed MR's
- Entertained students queries and conducted a consultation
- Attended the ISO Internal Audit Closing Meeting
- Participated in the ExeCOM meeting
- Submitted the accomplishment report for October
- Conducted Urgent Faculty and Staff Meetings for the CHED Regional Padyak Fun-Ride in Eastern Visayas
- Attended the PSC Sports Leaders' Congress
- Attended the CHED Regional Padyak Fun-Ride
- Supervise the VSU Biggest Loser 2.0 Weekly Workouts
- Participated in the Biggest Loser Workouts
- Submitted the proposal for the VSU Workplace Physical Fitness Program
- Supervise the conduct of the VSU Workplace Physical Fitness Program
- Supervised the gym in preparing for the VSU Students Rollout Vaccination
- Submitted the revised course checklist for BPED to CHED Region VIII
- Prepared the CoPC documents for BPED
- Conducted the LEPT Review for BPED and BCAEd
- Served as review master during the LEPT Review for BPED and BCAEd
- Attended the LGU Infrastructure presentation
- Attended the launching of the Langoy sa Kaluwasan Extension Project at Brgy. Pangasugan, Baybay City, Leyte
- Attended the launching of the LSK at Brgy. Guadalupe, Baybay City, Leyte
- Attended the OGS Meeting
- Supervised the conduct of the LSK Pre-assessment
- Prepared the projected faculty workload for the second semester AY 2021-2022.
- Submitted the projected faculty workload to OVPAA
- Submitted request to hire to the Academic Personnel Board
- Coordinated the Gawad Parangal Intermission Numbers

Submitted by:


CHARIS B. LIMBO
Director, IHK

Noted:


BAYRON S. BARREDO
Dean, College of Education