

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: FEBRUARY

Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1							No.						
2													
3													
4													
5													
6													
7	8:00	12:00					1:00	5:00					8
8	8:00	12:00					1:00	5:00					8
9													
10													*
11													
12													
13													
14													
15	8:00	12:00					1:00	5:00					8
16	8:00	12:00					1:00	5:30					8.5
17	8:00	12:00					1:00	5:00					8
18	7:00	12:00					1:00	5:00					9
19										i i			
20											-		0.5
21	7:00	12:00					1:00	5:30					9.5
22	8:00	12:00					1:00	5:00					8.5
23	8:00	12:00				-	1:00	5:30		#			
24	8:00	12:00					1:00	5:00					8
25	7:00	12:00					1:00	5:00					9
26						1							
27													9.5
28	7:00	12:00					1:00	5:30					9.5
29													
30													
31								Management			DANE	TOTAL	102

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

8 4/7/2~ Head

Printed Name and Signature of Dept. Head

No. 22-007