



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Bug-atan, Majorie B.

Department: DTMM

For the Month of: November

Year: 2021-2022

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1			"HOLIDAY"						"HOLIDAY"				
2	9:10	11:30	11:30	12:00			1:00	5:10					
3	6:55	1:00					1:00	5:00					
4	7:00	10:00	10:00	11:30			1:00	5:10					
5	6:55	10:00	10:00	1:00			1:00	4:00					
6			"SATURDAY"						"SATURDAY"				
7			"SUNDAY"						"SUNDAY"				
8			"HOLIDAY"						"HOLIDAY"				
9	9:30	11:30	11:30	12:00			1:00	5:00					
10	7:35	1:00					1:00	5:35					
11	7:00	10:00	10:00	11:30			1:00	2:45					
12			"Work From Home"						"Work From Home"				
13			"SATURDAY"						"SATURDAY"				
14			"SUNDAY"						"SUNDAY"				
15	7:00	1:00					1:00						
16	10:00	12:30					12:30						
17			"Work From Home"						"Work From Home"				
18			"Work From Home"						"Work From Home"				
19	7:35	10:00	10:00	1:00			1:00	4:00					
20			"SATURDAY"						"SATURDAY"				
21			"SUNDAY"						"SUNDAY"				
22	6:55	1:00					1:00	5:40					
23	9:45	11:30	11:30	12:00			1:00	5:20					
24			"Work From Home"						"Work From Home"				
25	8:30	11:30					1:00	5:20					
26	8:10	10:00	10:00	1:00			1:00	4:16					
27			"SATURDAY"						"SATURDAY"				
28			"SUNDAY"						"SUNDAY"				
29	6:45	1:00					1:00	4:10					
30			"HOLIDAY"						"HOLIDAY"				
31													

GRAND TOTAL

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	Printed Name and Signature of Dept. Head



ACCOMPLISHMENT REPORT


[November 2-11, 15, 16, 19, 22, 23, 25-29, 2021]

1. Making Grades for all students in all subjects.
2. Inputting grades into the cumulus.
3. Having Virtual Classes with students Via Google Meet.
4. Making Power-point presentation for Virtual Class Lessons.
5. Departmental Interview with Students.
6. Attending meeting for BSHM program.
7. Attending monthly departmental meeting.
8. Checking VSUEE Submissions in all subjects.

Submitted By:


MARJORIE B. BUG-ATAN
Faculty, DTHM

Recommending Approval


VENICE B. IBAÑEZ
Head, DTHM

Approved

MOISES NEIL V. SERIÑO
Dean, CME

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.

Page 1 of 1

FM-VSU-13
v2 06-11-2020

No. 



ACCOMPLISHMENT REPORT

November 2021
(Period covered)

This is to certify that the undersigned Marjorie B. Bug-atan was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 12, 2021 Friday	Checking of VSUEE Submissions in all subjects.	3
	Making a Ppt. Presentation for THty 110. Lab Activity 7.	3.5
	QUICK LUNCH BREAK	
	Checking laboratory exercises for THty 110. Lab Activity 6.	4
	Review and make adjustments for Lesson 2.3 for subject THty 21. Operations Management	0.33
	Total Outputs delivered	10.83
November 17, 2021 Wednesday	Class with Thty 105. Prof Dev. Oral presentation of students.	2
	Checking of VSUEE Submissions in all subjects.	2
	LUNCH BREAK	
	Making Ppt. Adjustments and corrections for lesson 3.4 in THty 105. Professional Development.	2
	Making a Pre-recorded lesson for THty 105. Lesson 3.4 and informing students.	1.5
	Accommodating students concerns via Email of Messenger.	0.33
	Total Outputs delivered	7.83
November 18, 2021 Thursday	Class with Thty 105. Prof Dev. Oral presentation of students.	2
	Checking of VSUEE Submissions in all subjects.	2
	LUNCH BREAK	
	Making a Pre-recorded lesson for THty 110. Lab Activity 7.	1.5
	Accommodating students concerns via Email of Messenger.	0.33
	Continue checking laboratory exercises for THty 110. Lab Activity 6.	2
	Total Outputs delivered	7.83
November 24, 2021 Wednesday	Checking VSUEE Submission in all subjects including Laboratory work sheets in THty 110.	4
	LUNCH BREAK	
	Departmental Interview with Students.	1.5

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Page 1 of 2

FM-VSU-13

v2 06-11-2020

No. 201-21

	Making THty 105. Prof. Development Lesson 4.1 Ppt.	3
	Total Outputs delivered	8.5
	Total Outputs delivered for the month of November during the work from home	34.99

Total Points to be delivered during WFH (No. of days x 8 hrs) = 32

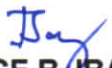
Less: Total Output Points accomplished/delivered = 34.99

Number of hours (undertime)

Submitted by:


MARJORIE B. BUG-ATAN
 Name of Employee/Faculty

Recommending Approval:


VENICE B. IBAÑEZ
 Head, DTHM

Approved:

MOISES NEIL V. SERIÑO
 Dean, CME