



VISAYAS
STATE UNIVERSITY

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

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Evelyn A. Albia
Department: Meteorology

For the Month of: November
Year: 2021

Day	AM						PM						Daily Total (hours)
	AR R	DEP	AR R	DEP	AR R	DEP	AR R	DEP	AR R	DEP	AR R	DEP	
1													
2	07:00	08:30	08:30	10:00									3hrs
3	07:00	08:30	08:30	10:00	10:00	11:30							4.5hrs
4	07:00	08:30	08:30	10:00									3hrs
5	07:00	10:00					01:00	04:00					6hrs
6													
7													
8	07:00	08:30	08:30	10:00	10:00	11:30	01:00	04:00					7.5hrs
9	07:00	08:30	08:30	10:00									3hrs
10	07:00	08:30	08:30	10:00	10:00	11:30							4.5hrs
11	07:00	08:30	08:30	10:00									3hrs
12	07:00	10:00					01:00	04:00					6hrs
13													
14													
15	07:00	08:30	08:30	10:00	10:00	11:30	01:00	04:00					7.5hrs
16	07:00	08:30	08:30	10:00									3hrs
17	07:00	08:30	08:30	10:00	10:00	11:30							4.5hrs
18	07:00	08:30	08:30	10:00									3hrs
19	07:00	10:00					01:00	04:00					6hrs
20													
21													
22	07:00	08:30	08:30	10:00	10:00	11:30	01:00	04:00					7.5hrs
23	07:00	08:30	08:30	10:00									3hrs
24	07:00	08:30	08:30	10:00	10:00	11:30							4.5hrs
25	07:00	08:30	08:30	10:00									3hrs
26	07:00	10:00					01:00	04:00					6hrs
27													
28													
29	07:00	08:30	08:30	10:00	10:00	11:30	01:00	04:00					7.5hrs
30													
31													
GRAND TOTAL													96hrs

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).

EVELYN A. ALBIA <i>Evelyn A. Albia</i>	DANIEL C. LOR <i>Daniel C. Lor</i>
Signature of Part-time Instructor	Printed Name and Signature of Dept. Head