



## ACCOMPLISHMENT REPORT

May 1 – 31, 2023

1. Attended the departmental faculty meeting.
2. Prepared the topics for the laboratory and lecture subjects.
3. Make PowerPoint presentations for the topics discussed in laboratory and lecture classes.
4. Conducted classes and activities in lecture and laboratory classes
5. Recorded the students' activities and laboratory exercises.
6. Makes TOS in preparation for the final exam
7. Prepare questions for the final exams.
8. Attending students' inquiries about their activities.
9. Do other tasks assigned by the immediate supervisor.

Submitted By:

  
**JAY BERNARD T. CUTAMORA**  
Part-time Instructor

Recommending Approval

  
**DIONESIO M. BAÑOC**  
Head, Department of Agronomy

Approved

**VICTOR B. ASIO**  
DEAN, CAFS



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: **JAY BERNARD T. CUTAMORA**

For the Month of: **May**

Department: **AGRONOMY**

Year: **2023**

Day	AM						PM						Daily Total (hours)
	AR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2	9:00	10:00					1:00	4:00	4:00	5:00			5
3	10:00	1:00											3
4	9:00	10:00					1:00	4:00					4
5	9:00	10:00	10:00	1:00			4:00	5:00					5
6													
7													
8	9:00	10:00					1:00	4:00					4
9	9:00	10:00					1:00	4:00	4:00	5:00			5
10	10:00	1:00											3
11	9:00	10:00					1:00	4:00					4
12	9:00	10:00	10:00	1:00			4:00	5:00					5
13													
14													
15	9:00	10:00					1:00	4:00					4
16	9:00	10:00					1:00	4:00	4:00	5:00			5
17	10:00	1:00											3
18	9:00	10:00					1:00	4:00					4
19	9:00	10:00	10:00	1:00			4:00	5:00					5
20													
21													
22	9:00	10:00					1:00	4:00					4
23	9:00	10:00					1:00	4:00	4:00	5:00			5
24	10:00	1:00											3
25	9:00	10:00					1:00	4:00					4
26	9:00	10:00	10:00	1:00			4:00	5:00					5
27													
28													
29	9:00	10:00					1:00	4:00					4
30	9:00	10:00					1:00	4:00	4:00	5:00			5
31	10:00	1:00											3
<b>GRAND TOTAL</b>													<b>92</b>

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