


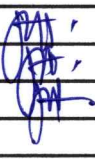
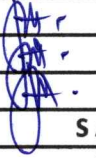



DAILY TIME RECORD

JOB ORDER

Name: JULIE MAR J. CAYANGHO
 Position: GRADUATE TEACHING ASSISTANT
 For the Period: January 10-28, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3						
4						
5						
6						
7						
8	SATURDAY					
9	SUNDAY					
10	8:55	12:00		1:00	5:00	
11	8:49	12:00		1:00	5:00	
12	8:00	11:00		1:00	4:00	
13						
14						
15	SATURDAY					
16	SUNDAY					
17						
18						
19	9:00	12:00		1:00	5:00	
20	8:57	12:00		1:00	5:00	
21	7:58	11:00		1:00	4:00	
22	SATURDAY					
23	SUNDAY					
24						
25						
26	7:55	12:00		1:00	5:00	
27	8:59	12:00		1:00	4:00	
28	8:48	12:00		1:00	4:00	
29	SATURDAY					
30	SUNDAY					
31						
TOTAL		days			HOURS	60

Certified Correct:

ULYSSES A. CAGASAN
 Immediate Superior



TO WHOM IT MAY CONCERN:

This is to certify that the undersigned JULIE MAR J. CAYANGHO, GRADUATE TEACHING ASSISTANT was on duty 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
January 10-14, 2022	<ul style="list-style-type: none">• Consultation for my Agro 21- (Fundamentals of crop production) students from offering numbers C113, C112, and C235 for all the queries about their laboratory exercises through emails and group chats.
January 17-21, 2022	<ul style="list-style-type: none">• Check VSUEE account and email account for student' AGRO 21- (fundamentals of crop production) laboratory reports submission.• Checking of outputs and Contact students who are lacking of Exercise No.3 and No. 4 laboratory reports
December 24-28, 2022	<ul style="list-style-type: none">• Finalizing and Computing grades for students under offering numbers C113, C112, and C235 for Final term

Submitted by:

JULIE MAR J. CAYANGHO

Name and Signature of Employee

This is to certify further that the above-mentioned outputs were actually submitted and received by the undersigned and are acceptable in terms of quality being agreed upon.

Certified corrected and accepted by:

ULYSSES A. CAGASAN

Name of Head/Supervisor
Position

Approved:

ANABELLA B. TULIN

Dean, Graduate School



January 26, 2022

TO WHOM IT MAY CONCERN:

THIS IS TO JUSTIFY that Ms. JULIE MAR J. CAYANGHO, a Graduate Teaching Assistant in the DEPARTMENT OF AGRONOMY has reported to work JANUARY 10 - 28, 2022 to assist on checking of outputs and contact students who are lacking of laboratory reports and computing and finalizing grades for students under offering numbers C113, C112, and C235 for Final term.

This justification is made to support her attendance stipulated in her DTR and claim to withdraw the amount due to her.


ULYSSES A. CAGASAN

Department Head