

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: preeo@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				1									
2													
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			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													
20													
21	7:00	12:00					1:00	5:30					9.5
22	8:00	12:00					1:00	5:00					8
23	8:00	12:00				,	1:00	5:30		4			8.5
24	8:00	12:00					1:00	5:00					8
25	7:00	12:00					1:00	5:00					9
26										ļ			
27													
28	7:00	12:00					1:00	5:30					9.5
29								1					
30													
31													

GRAND 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 DESPINOSA

g 4/7/2~

Printed Name and Signature of Dept. Head