



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Iris F. Costillas  
Department: DLABS

For the Month of: December  
Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
2	7:00	8:30			10:00	12:00	1:00	2:00			4:00	5:30	5
3					11:00	12:00	1:00	3:00			4:00	5:00	4
4	SAT												
5	SUN												
6	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
7	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	5
8	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
9	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	5
10			7:30	9:00	10:00	12:00	1:00	2:00			4:00	5:30	5
11	SAT												
12	SUN												
13	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
14	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	5
15	7:00	8:30			10:00	11:00							2.5
16	SAT												
17	SUN												
18	WFH												4
19	WFH												4
20	WFH												4
21	WFH												4
22	WFH												4
23													
24													
25													
26													
27													
28													
29													
30													
31													
GRAND TOTAL													75.5



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE HEAD OF RECRUITMENT,  
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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).

	<b>JETT C. QUEBEC</b>
Signature of Part-time Instructor	Printed Name and Signature of Dept. Head

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**No.**