

## 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: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Jay Bernard T. Cutamora Name: Department: Agronomy

For the Month of: January

Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1													
3													
4													
5													
6													
7										***************************************		······	
8				***************************************						***************************************			
9								[			•••••••••••••••••	***************************************	
10	7:56	12:00								***************************************	***************************************	***************************************	4.07
11	7:55	12:00								***************************************	***************************************		4.06
12	7:54	12:00										***************************************	4.07
13	7:59	12:00											4.02
14	7:55	k:00										***************************************	4.08
15													
16													
17							4:57	5:05					4.13
18							12:55	5:04		***************************************		***************************************	4.15
19							12:58	5:05				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4.12
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21							12:54	5:06				***************************************	4.20
22													•
23												***************************************	
24	7:56	12:00											4.07
25	7:59	12:00											4.02
26	7;55	12:00											4.08
27	7:58	12:00											4-03
28	7:55	12:00											4.08
29													
30							***************************************						
31													
4									1	GR	AND T	OTAL	Gt.29

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

**ULYSSES A. CAGASAN** 

Printed Name and Signature of Dept. Head

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-HRM-28 V0 11-12-2021

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ULYSSES A. CAGASAN Immediate Supervisor





## **DEPARTMENT OF AGRONOMY**

DASS Building, Visayas State University Visca, Baybay City, Leyte PHILIPPINES 6521-A Phone: +63 053 563 7636 Email: agronomy@vsu.edu.ph Website: www.vsu.edu.ph

## **ACCOMPLISHMENT REPORT**

January 10 - 28, 2022

- 1. Collects submitted reports of the students.
- 2. Checks the outputs of the students.
- 3. Conducts final exam.
- 4. Submits final exam grade.
- 5. Do other jobs assign by the immediate supervisor.

Submitted By:

JAY BERNARD T. CUTAMORA

Part-Time Instructor

Recommending Approval

ULYSSES A. CAGASAN

Head, Department of Agronomy

Approved

VICTOR B. ASIO Dean, CAFS



Vision: Mission: