

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

## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Justin Andrew S. Planco

Department: DLABS

For the Month of: November

Year: 2021

Da y	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1	Holiday												(nodio)
2	8:30					12:00	1:00					3:00	5.5
3	7:00					12:00	1:00					4:00	8
4	8:30					12:00	1:00					4:00	6.5
5	WFH												3
6	Sat												
7	Sun												
8	Holiday												
9	9:00					12:00	1:00					5:00	7
10	7:00					12:00	1:00					4:00	8
11	8:00					12:00	1:00					5:00	8
12	7:00					12:00	1:00					4:00	8
13	Sat												
14	Sun												
15	8:00					12:00	1:00					4:00	7
16	7:00					12:00	1:00					4:00	8
17	7:00					12:00	1:00					5:00	9
18	9:00					12:00	1:00					3:00	5
19	WFH												1
20	Sat												
21	Sun												
22	8:30					12:00	1:00					4:00	6.5
23	7:30					12:00	1:00				1	5:00	8.5
24	7:30	1				12:00	1:00					3:00	6.5
_	8:00					12:00	1:00					3:00	6
-	WFH									1			1
_	Sat												<u> </u>
_	Sun												
_	WFH							1	Ten construction	Check Was			4.99
	Holiday			-					CHARACTE	be2.70s. er.		Topical As	6 1 1 1 1 1 1
	itoliday		II and						1	6	PAND	TOTAL	117.49

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

JETT C. QUEBEC

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.

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