



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

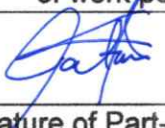

Name: **JAY BERNARD T. CUTAMORA**
Department: **AGRONOMY**

For the Month of: **JANUARY**
Year: **2023**

Day	AM						PM						Daily Total (hours)
	AR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2													
3													
4													
5													
6													
7													
8													
9	10:00	1:00					1:00	2:00	3:00	4:00	4:00	7:00	8
10	7:00	8:00					4:00	5:30					2.5
11	8:00	11:00					5:30	7:00					4.5
12													
13	7:00	10:00	10:00	1:00			1:00	2:00	3:00	4:00	5:30	7:00	9.5
14													
15													
16	10:00	1:00					1:00	2:00	3:00	4:00	4:00	7:00	8
17	7:00	8:00					4:00	5:30					2.5
18	8:00	11:00					5:30	7:00					4.5
19	7:00	8:00	10:00	1:00			1:00	4:00	4:00	5:30			8.5
20	7:00	10:00	10:00	1:00			1:00	2:00	3:00	4:00	5:30	7:00	9.5
21													
22													
23	10:00	1:00					1:00	2:00	3:00	4:00	4:00	7:00	8
24	7:00	8:00					4:00	5:30					2.5
25	8:00	11:00					5:30	7:00					4.5
26	7:00	8:00	10:00	1:00			1:00	4:00	4:00	5:30			8.5
27	7:00	10:00	10:00	1:00			1:00	2:00	3:00	4:00	5:30	7:00	9.5
28													
29													
30	10:00	1:00					1:00	2:00	3:00	4:00	4:00	7:00	8
31	7:00	8:00					4:00	5:30					2.5

GRAND TOTAL 101

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	 RUTH O. ESCASINAS Printed Name and Signature of Dept. Head
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ACCOMPLISHMENT REPORT

January 1 – 31, 2023

1. Attended the monthly meeting of the department.
2. Conducted face-to-face classes for lectures and laboratory.
3. Performed laboratory exercises.
4. Prepares questions for the final exam.
5. Conducted the final exam for the lecture and laboratory.
6. Collects laboratory reports and exercises.
7. Recorded quizzes and laboratory reports.
8. Do another task assigned by the immediate supervisor.

Submitted By:


JAY BERNARD T. CUTAMORA
Part-Time Instructor

Recommending Approval


RUTH O. ESCASINAS
Head, Department of Agronomy

Approved

VICTOR B. ASIO
Dean, CAFS



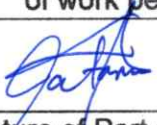
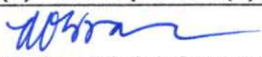
DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: **JAY BERNARD T. CUTAMORA**

For the Month of: **FEBRUARY**

Department: **AGRONOMY**

Year: **2023**

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	8:00	11:00					5:30	7:00					4.5
2													
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29													
30													
31													
GRAND TOTAL												4.5	
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							 RUTH O. ESCASINAS Printed Name and Signature of Dept. Head						



ACCOMPLISHMENT REPORT

February 1, 2023

1. Recorded the results of the final exam.
2. Posted the grades of the students at the cumulus.
3. Do another task assigned by the immediate supervisor.

Submitted By:


JAY BERNARD T. CUTAMORA
Part-Time Instructor

Recommending Approval


RUTH O. ESCASINAS
Head, Department of Agronomy

Approved

VICTOR B. ASIO
Dean, CAFS