




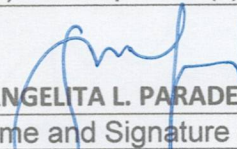
DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: LYKA T. ARTUGUE

For the Month of: DECEMBER 1-17

Department: Dept. of Business and Management

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	10:00	12:00					1:00	7:30					8:30
2	8:00	12:00					1:00	5:00					8
3	8:00	12:00					1:00	5:00					8
4	SATURDAY												
5	SUNDAY												
6	10:00	12:00					1:00	7:30					8:30
7	8:00	12:00					1:00	5:00					8
8	HOLIDAY												
9	8:00	12:00					1:00	5:00					8
10	8:00	12:00					1:00	5:00					8
11	SATURDAY												
12	SUNDAY												
13	10:00	12:00					1:00	7:30					8:30
14	8:00	12:00					1:00	5:00					8
15	10:00	12:00					1:00	7:30					8:30
16	8:00	12:00					1:00	5:00					8
17	8:00	12:00					1:00	5:00					8
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
GRAND TOTAL												98hrs	
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							 ANGELITA L. PARADERO Printed Name and Signature of Dept. Head						




ACCOMPLISHMENT REPORT

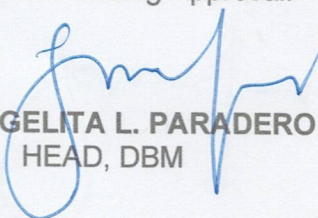
December 1-17, 2021

1. Prepared instructional materials i.e., PPT and was uploaded in VSUEE
2. Conducted online classes
3. Conducted applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e., assignments and quizzes
4. Conducted Final Examination
5. Computed grades for the subject handled
6. Attended students' queries outside class schedules
7. Monitored students performance and attendance to virtual classes
8. Performed other tasks assigned by the department head.

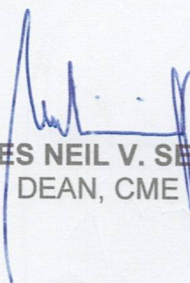
Submitted by:


LYKA T. ARTUGUE
Faculty

Recommending Approval:


ANGELITA L. PARADERO
HEAD, DBM

Approved:


MOISES NEIL V. SERIO
DEAN, CME