

# DAILY TIME RECORD

## JOB ORDER

Name: LOVELY V. PADERES  
 Position: GRADUATE TEACHING ASSISTANT  
 For the Period: January 10-28, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3						
4						
5						
6						
7						
8	SATURDAY					
9	SUNDAY					
10	8:58	12:00	<i>Paderes</i>	1:00	2:00	<i>Paderes</i>
11	9:30	12:00	<i>Paderes</i>	1:00	4:30	<i>Paderes</i>
12	9:00	12:00	<i>Paderes</i>	1:00	2:00	<i>Paderes</i>
13	7:45	12:00	<i>Paderes</i>	1:00	5:00	<i>Paderes</i>
14	7:50	12:00	<i>Paderes</i>			
15	SATURDAY					
16	SUNDAY					
17	10:00	12:00	<i>Paderes</i>	1:00	3:00	<i>Paderes</i>
18	7:50	12:00	<i>Paderes</i>			
19	10:00	12:00	<i>Paderes</i>	1:00	3:00	<i>Paderes</i>
20	8:15	12:00	<i>Paderes</i>	1:00	2:30	<i>Paderes</i>
21	9:35	12:00	<i>Paderes</i>	1:00	4:35	<i>Paderes</i>
22	SATURDAY					
23	SUNDAY					
24	8:05	12:05	<i>Paderes</i>			
25	7:50	12:00	<i>Paderes</i>			
26	10:00	12:00	<i>Paderes</i>	1:00	3:00	<i>Paderes</i>
27	8:58	12:00	<i>Paderes</i>	1:00	2:00	<i>Paderes</i>
28	9:30	12:00	<i>Paderes</i>	1:00	4:30	<i>Paderes</i>
29						
30						
31						
TOTAL	15.0	days			HOURS	60

Certified Correct:

*Ulysses A. Cagasan*  
 ULYSSES A. CAGASAN  
 Immediate Superior



January 25, 2022

**TO WHOM IT MAY CONCERN:**

- THIS IS TO JUSTIFY that Ms. LOVELY V. PADERES, a Graduate Teaching Assistant in the DEPARTMENT OF AGRONOMY has reported working on January 10 - 28, 2022 to contact AGRO 21 students under C234, C285, and C293 through email and messenger regarding their lacking requirements and check and grade submissions from students under C234, C285, and C293 through email and VSU e-learning.

This justification is made to support her attendance stipulated in her DTR and claim to withdraw the amount due to her.

**ULYSSES A. CAGASAN**

Department 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.