



VISAYAS

STATE UNIVERSITY

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines
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Website: www.vsu.edu.ph

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Jeffry A. Seve

For the Month

of: December

Department: DBS

Year: 2021

Day	AM						PM						Daily Total (hours)
	AR	DE	AR	DE	AR	DE	AR	DE	AR	DE	AR	DE	
1	7:00	10:00											3
2	10:00	1:00					1:00	4:00	4:00	7:00			4
3	7:00	10:00	10:00	1:00									6
4	SATURDAY												
5	SUNDAY												
6							4:00	7:00					3
7	7:00	10:00	10:00	1:00			4:00	7:00					4
8	HOLIDAY												
9	10:00	1:00											4
10	7:00	10:00	10:00	1:00									6
11	SATURDAY												
12	SUNDAY												
13							4:00	7:00					3
14	7:00	10:00	10:00	1:00			4:00	7:00					4
15	7:00	10:00					4:00	7:00	CLASS SUSPENSION				3
16	CLASS SUSPENSION												
17	SUSPENSION												
18	SATURDAY												
19	SUNDAY												
20							4:00	7:00					3
21	7:00	10:00	10:00	1:00			4:00	7:00					4
22	7:00	10:00											3
23	10:00	1:00					1:00	4:00	4:00	7:00			4
24	7:00	10:00	10:00	1:00									6
25	SATURDAY												
26	SUNDAY												
27													
28													
29													
30													
31													

GRAND TOTAL 90

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	Printed Name and Signature of Dept. Head
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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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VO 11-12-2021

No. DBS-21-44