



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: RAYMOND R. OCARES

For the Month of: JANUARY

Department: DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Year: 2023

Day	AM						PM						Daily Total (hours)
	ARR	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	4:00					6
10					10:00	1:00	1:00	4:00	4:00	7:00			9
11					10:00	1:00							3
12					10:00	1:00			4:00	7:00			6
13					10:00	1:00	1:00	4:00					6
14													
15													
16					10:00	1:00	1:00	4:00					6
17					10:00	1:00	1:00	4:00	4:00	7:00			9
18					10:00	1:00							3
19					10:00	1:00			4:00	7:00			6
20					10:00	1:00	1:00	4:00					6
21													
22													
23					10:00	1:00	1:00	4:00					6
24					10:00	1:00	1:00	4:00	4:00	7:00			9
25					10:00	1:00							3
26					10:00	1:00			4:00	7:00			6
27					10:00	1:00	1:00	4:00					6
28													
29													
30					10:00	1:00	1:00	4:00					6
31					10:00	7:00	1:00	4:00	4:00	7:00			9
GRAND TOTAL													105

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

ELIZABETH S. QUEVEDO

Printed Name and Signature of Dept. Head



ACCOMPLISHMENT REPORT

[January 9-31, 2023]

1. Conducted laboratory classes in Chem 120.1, Chem 132.2, Chem 2.1, Chem 140.1, and Chem 132.3.
2. Conducted online lecture classes via Google Meet for ScTS11c.
3. Made Table of Specifications (TOS) and final examination questions for Chem 132.2, Chem 2.1, Chem 140.1, Chem 132.3, and ScTS11c.
4. Conducted final examinations in Chem 120.1, Chem 132.2, Chem 2.1, Chem 140.1, Chem 132.3, and ScTS11c.
5. Conducted practical examinations in Chem 120.1, Chem 132.2, Chem 2.1, Chem 140.1, and Chem 132.3.
6. Checked quizzes and examinations in Chem 120.1, Chem 132.2, Chem 2.1, Chem 140.1, Chem 132.3, and ScTS11c.
7. Checked learning assessments, activities, and examinations in ScTS11c.
8. Checked laboratory reports and journals in Chem 120.1, Chem 132.2, Chem 2.1, Chem 140.1, and Chem 132.3.
9. Answered students' questions and clarifications for Chem 120.1, Chem 132.2, Chem 2.1, Chem 140.1, Chem 132.3, and ScTS11c.

Submitted by:

RAYMOND R. OCARES

Name of Employee/Faculty

Recommending Approval:

ELIZABETH S. QUEVEDO

Head, DoPAC

Approved:

MA. THERESA P. LORETO

Dean, CAS