

## PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MICHELLE G. ORDOVEZ

Department: DTE

For the Month of: December

Year: 2021

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1	8:05	12:05					1:05	5:10					8.5
2	7:50	12:05					1:00	5:15					8.30
3	7:50	12:10					1:00	5:03					8.38
4													
5													
6	7:55	12:00					1:00	4:40					7.75
7	8:30	12:00					1:00	4:40					7.17
8													
9	8:10	12:00				***************************************	12:59	4:55					7.76
10	8:20	12:00					1:00	5:00					7.67
11								-					
12													
13	8:30	12:00					1:00	4:40					7.17
14	7:55	12:00					12:58	4:40					7.75
15	8:50	12:01					1:00	4:50					7.01
16	8:10	12:01					1:05	5:00					7.85
17	7:50	12:10					1:00	5:03					8.38
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28			-										
29													
30													
31													
	1	1	1			L	L	L	L	GE	RAND T	OTAL	93.69

GRAND TOTAL 93.69

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).

MICHELLE G. ORDOVEZ

**JOEL Q. MABALHIN** 

Signature of Part-time Instructor

Printed Name and Signature of Dept. 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.

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