



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: ESCOTOTO, ANGELA R.

For the Month of: DECEMBER

Department: AGRONOMY

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	7:30	12:00					1:00	5:00					8:30
2	7:30	12:00					1:00	5:00					8:30
3	7:20	12:00					1:00	5:00					8:40
4	Saturday												
5	Sunday												
6	7:30	12:00					1:00	5:00					8:30
7	7:25	12:00					1:00	5:00					8:35
8	7:25	12:00					1:00	5:00					8:35
9	7:30	12:00					1:00	5:00					8:30
10	7:25	12:00					1:00	5:00					8:25
11	Saturday												
12	Sunday												
13	8:00	12:00					1:00	5:00					8:00
14	7:30	12:00					1:00	5:00					8:30
15	8:00	12:00											4:00
16													
17													
18	Saturday												
19	Sunday												
20	7:30	12:00					1:00	5:00					8:30
21	7:25	12:00					1:00	5:00					8:35
22	7:25	12:00					1:00	5:00					8:35
23	7:20	12:00					1:00	5:00					8:40
24	7:30	12:00											4:30
25													
26													
27													
28													
29													
30													
31													

**GRAND TOTAL** 127.75

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



## ACCOMPLISHMENT REPORT

December 1-24, 2021

1. Prepared a PowerPoint presentations for lecture classes
2. Conducted virtual meetings for CpSc 21 and AgSc 13 classes via google meet
3. Uploaded instructional materials in VSU E-Learning Portal
4. Learning tasks, assessments and exams of the students were checked and recorded.
5. Submitted midterm grades in the cumulus
6. Final exams were posted in VSUEE.
7. Attended monthly meeting in the department
8. Accomplished other tasks assigned by department head

Submitted By:

  
**ANGELA R. ESCOTOTO**

Recommending Approval

  
**ULYSSES A. CAGASAN**  
Head, Department of Agronomy

Approved

**VICTOR B. ASIO**  
Dean, CAFS



# Part-time Faculty Logbook

Date	INSTRUCTOR	A.M.		P.M.		Signature
		IN	OUT	IN	OUT	
12/1/21	PRESCOTT	7:30	12:00	1:00	5:00	[Signature]
12/2/21	PRESCOTT	7:30	12:00	1:00	5:00	[Signature]
12/3/21	PRESCOTT	7:20	12:00	1:00	5:00	[Signature]
12/6/21	PRESCOTT	7:30	12:00	1:00	5:00	[Signature]
12/7/21	PRESCOTT	7:25	12:00	1:00	5:00	[Signature]
12/8/21	PRESCOTT	7:25	12:00	1:00	5:00	[Signature]
12/9/21	PRESCOTT	7:30	12:00	1:00	5:00	[Signature]
12/10/21	PRESCOTT	7:35	12:00	1:00	5:00	[Signature]
12/13/21	PRESCOTT	8:00	12:00	1:00	5:00	[Signature]
12/14/21	PRESCOTT	7:30	12:00	1:00	5:00	[Signature]
12/15/21	PRESCOTT	8:00	12:00			[Signature]
12/20/21	PRESCOTT	7:30	12:00	1:00	5:00	[Signature]
12/21/21	PRESCOTT	7:25	12:00	1:00	5:00	[Signature]
12/22/21	PRESCOTT	7:25	12:00	1:00	5:00	[Signature]
12/27/21	PRESCOTT	7:20	12:00	1:00	5:00	[Signature]
12/24/21	PRESCOTT	7:30	12:00			[Signature]

ULYSSES A. CARRAN

Immediate Supervisor