

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: GRACE L. MOLLENO

For the Month of: NOVEMBER 1-30

Depa	epartment: Dept. of Business and Management							Year: 2021 PM					
Day	AM DED ADD DED						ARR	DEP	ARR	DEP	ARR	DEP	Total
	ARR	DEP	ARR	DEP	ARR	DEP	AKK	DEF	MIXIX	Les Inn I	71111		(hours)
1	HOLIDAY	1.20						F 20					3
2							2:30	5:30				Tana 2	6
3	10:00	1:00					2:30	5:30					3
4							2:30	5:30					
5													
6	SATURDAY						-				-	-	
7	SUNDAY												
8	HOLIDAY						0.00	F.20					3
9							2:30	5:30	-				6
10	10:00	1:00					2:30	5:30	-	-		-	3
11							2:30	5:30	-	-	-	1	
12									-		-		
13	SATURDAY	SATURDAY							-				
14	SUNDAY	SUNDAY						F 20	-	-			9
15	7:00	1:00					2:30	5:30				1	3
16	-						2:30	5:30 5:30					6
17	10:00	1:00					2:30						3
18							2:30	5:30	-	-			
19		-											
20	SATURDAY	SATURDAY											
21	SUNDAY	SUNDAY											9
22	7:00	1:00					2:30	5:30 5:30					3
23					1		2:30	5:30					6
24	10:00	1:00					2:30	5:30	_				3
25							2:30	3:30					
26	6												
17	SATURDAY	1						-					
28	3 SUNDAY						2.20	5:30					9
20	7.00	1:00					2:30	5.30					_

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).

ANGELITA L. PARADERO Printed Name and Signature of Dept. Head Signature of Part-time Instructor

Vision: Mission:

7:00

HOLIDAY

29

30

1:00

Page 1 of 1 FM-PRO-01 v1 05-27-2020

GRAND TOTAL