



**VISAYAS**  
STATE UNIVERSITY

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

Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**DAILY TIME RECORD FOR PART-TIME INSTRUCTORS**

Name: MARVIN O. VISTAL  
Department: DLABS/ SENIOR HIGH

For the Month of: November  
Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2	8:00	10:00											2
3	8:00	10:00											2
4	8:30	10:00											1.5
5	9:00	10:00											1
6	WEEKENDS												
7	WEEKENDS												
8	HOLIDAY												
9	8:00	10:00											2
10	8:00	10:00											2
11	8:00	10:00											2
12	8:00	10:00											2
13	WEEKENDS												
14	WEEKENDS												
15	8:00	10:00											2
16	8:00	10:00											2
17	8:00	10:00											2
18	8:00	10:00											2
19	8:00	10:00											2
20	WEEKENDS												
21	WEEKENDS												
22	7:30	10:00											2.5
23	7:30	10:00											2.5
24	7:30	10:00											2.5
25	8:00	10:00											2
26	8:00	10:00											2
27	WEEKENDS												
28	WEEKENDS												
29	7:30	10:00											2.5
30	HOLIDAY												
<b>GRAND TOTAL</b>													<b>38.5</b>
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						