

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 Website: www.vsu.edu.ph

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: LORRAINE CRISTY E. CENIZA

For the Month of: MARCH

Department: ITEEM

Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1	8:00	12:00					1:00	5:00		* Address of the same			8
2	8:00	12:00			-		1:00	5:30					8.5
3	8:00	12:00					1:00	5:00					8
4	7:00	12:00					1:00	5:00					9
5													
6							_						
7	7:00	12:00					1:00	5:30					9.5
8	8:00	12:00					1:00	5:00					8
9	8:00	12:00					1:00	5:30					8.5
10	8:00	12:00					1:00	5:00					8
11	7:00	12:00		-	İ		1:00	5:00	***************************************				9
12											-		
13													
14	7:00	12:00				£.	1:00	5:30					9.5
15	8:00	12:00					1:00	5:00					8
16	8:00	12:00					1:00	5:30					8.5
17	8:00	12:00					1:00	5:00					8
18	7:00	12:00					1:00	5:00					9
19													
20													
21	7:00	12:00					1:00	5:30					9.5
22	8:00	12:00					1:00	5:00					8
23	8:00	12:00					1:00	5:30		4			8.5
24	8:00	12:00					1:00	5:00					8
25	7:00	12:00					1:00	5:00					9
26													
27													
28	7:00	12:00					1:00	5:30					9.5
29	8:00	12:00					1:00	5:00					8
30	8:00	12:00					1:00	5:30					8.5
31	8:00	12:00					1:00	5:00					8

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

ELIZA D. ESPINOSA

Printed Name and \$ignature of Dept. Head

GRAND TOTAL 196.5