

## 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: APRIL

Department: ITEEM

Year:

2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours
1	7:00	12:00					1:00	5:00					9
2													
3													
4	7:00	12:00					2:00	5:30					8.5
5	8:00	12:00					1:00	5:00					8
6	8:00	12:00					1:00	5:30					8.5
7	8:00	12:00					1:00	5:00					8
8	7:00	12:00					1:00	5:00					9
9												-	
10											•		
11													
12	Work/	Class Sus	pension										
13													
14						-							
15													
16													
17											*		
18	7:00	12:00					2:00	5:30					8.5
19	8:00	12:00					1:00	5:00					8
20	8:00	12:00					1:00	5:30					8.5
21	8:00	12:00					1:00	5:00					8
22	7:00	12:00					1:00	5:00					9
23										#			
24													
25	7:00	12:00					1:00	5:30					9.5
26	8:00	12:00					1:00	5:00		1			8
27	8:00	12:00					1:00	5:30					8.5
28	8:00	12:00					1:00	5:00			-		8
29	7:00	12:00					1:00	5:00					9
30													
31													
GRAND TOTAL											136		

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 Signature of Dept. Head