



## ACCOMPLISHMENT REPORT

**January 15-31, 2024**

1. Attended a departmental meeting on January 10, 2024
2. Conducted class orientation and class policies discussion both in lecture and laboratory classes
3. Lecture guides, laboratory manuals, and PowerPoint presentations were sent to the students
4. PowerPoint presentation both in lecture (CpSc 21, AgSc 20 & AgSc 21) and laboratory classes (CpSc 21, AgSc 21 & Agro 141) were prepared and sent to the students
5. Conducted face to face classes both in lecture (CpSc 21, AgSc 20 & AgSc 21) and laboratory classes (CpSc 21, AgSc 21 & Agro 141)
6. Quizzes were prepared, checked, and recorded for students both in lecture (CpSc 21, AgSc 20 & AgSc 21) and laboratory (CpSc 21, AgSc 21 & Agro 141)
7. Laboratory exercise No. 1 in CpSc 21, Agsc 21 and Agro 141 was conducted

Submitted By:

*Mary Ann I. Limbasan*  
**MARY ANN I. LIMBASAN**

Recommending Approval

**DIONESIO M. BAÑOC**  
Head, Department of Agronomy

Approved

**VICTOR B. ASIO**  
Dean, CAFS



### DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MARY ANN I. LIMBASAN  
Department: AGRONOMY

For the Month of: JANUARY  
Year: 2024

Day	AM						PM						Daily Total (hours)
	AR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15	7:00	8:00	8:00	9:00	12:00	1:00	1:00	2:00	2:00	3:00	4:00	5:00	6
16	8:00	9:00	10:00	1:00			1:00	4:00					7
17	7:00	10:00	10:00	1:00			1:00	4:00					9
18	7:00	8:00	8:00	9:00	12:00	1:00	1:00	2:00	2:00	3:00	4:00	5:00	6
19	8:00	9:00											1
20	SATURDAY												
21	SUNDAY												
22	7:00	8:00	8:00	9:00	12:00	1:00	1:00	2:00	2:00	3:00	4:00	5:00	6
23	8:00	9:00	10:00	1:00			1:00	4:00					7
24	7:00	10:00	10:00	1:00			1:00	4:00					9
25	7:00	8:00	8:00	9:00	12:00	1:00	1:00	2:00	2:00	3:00	4:00	5:00	6
26	8:00	9:00											1
27	SATURDAY												
28	SUNDAY												
29	7:00	8:00	8:00	9:00	12:00	1:00	1:00	2:00	2:00	3:00	4:00	5:00	6
30	8:00	9:00	10:00	1:00			1:00	4:00					7
31	7:00	10:00	10:00	1:00			1:00	4:00					9
GRAND TOTAL													80
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).													
 MARY ANN I. LIMBASAN Signature of Part-time Instructor							DIONESIO M. BAÑOC Printed Name and Signature of Dept. Head						