



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MARIA ARIES O. POLIQUIT

For the Month of: NOVEMBER 1-30

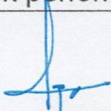
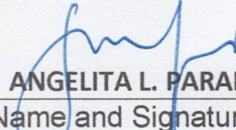
Department: Dept. of Business and Management

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	ALL SOUL'S DAY						ALL SOUL'S DAY						
2	WFH						WFH						8
3	WFH						WFH						8
4	WFH						WFH						8
5	WFH						WFH						8
6	SATURDAY												
7	SUNDAY												
8	WFH						WFH						8
9	WFH						WFH						8
10	WFH						WFH						8
11	WFH						WFH						8
12	WFH						WFH						8
13	SATURDAY												
14	SUNDAY												
15	WFH						WFH						8
16	WFH						WFH						8
17	WFH						WFH						8
18	WFH						WFH						8
19	WFH						WFH						8
20	SATURDAY												
21	SUNDAY												
22	WFH						WFH						8
23	WFH						WFH						8
24	WFH						WFH						8
25	WFH						WFH						8
26	WFH						WFH						8
27	SATURDAY												
28	SUNDAY												
29	WFH						WFH						8
30	NATIONAL HEROES DAY												

GRAND TOTAL 160

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



ACCOMPLISHMENT REPORT

NOVEMBER 1-30, 2021

This is to certify that the undersigned MARIA ARIES O. POLIQUIT **was approved on a "work from home" scheme** during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Nov. 1-30	Teaches students on the assigned course	96
Nov. 1-30	Preparation prior to actual conduct of classes	31.68
Nov. 1-30	Preparation of e-learning portal	56
Nov. 1-30	Preparation of quizzes and exams through VSU E-Learning	2
	TOTAL OUTPUT POINTS DELIVERED	185.68

Total Points to be delivered during WFH (20 days x 8 hrs) = 160.00

Less: Total Output Points accomplished/delivered = 185.68

Number of hours (undertime) = 0

Submitted By:

MARIA ARIES ORTEGA - POLIQUIT

Recommending Approval

ANGELITA L. PARADERO
HEAD, DBM

Approved

MOISES NEIL V. SERIO
DEAN, CME