

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: preo@vsu.edu.ph Website: www.vsu.edu.ph

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Jie Romen Lim

Department: DLABS

For the Month of: December

Year: 2021

Day	AM							PM						
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)	
1	6:00	12:00					1:00	5:00					10	
2	8:00	12:00					1:00	5:00					8	
3	8:00	12:00					1:00	5:00					8	
4 5	WEEKENDS													
6	7:00	12:00					1:00	5:00					9	
7	7:00	12:00					1:00	5:00					9	
8	8 HOLIDAY													
9	8:00	12:00					1:00	5:00					8	
10	8:00	12:00					1:00	5:00					8	
11 12	WEEKENDS													
13	8:00	12:00					1:00	5:00					8	
14	9:00	12:00					1:00	5:00					7	
15	9:00	12:00						Suspen	sion of W	ork and	Classes		3	
16	Cumpaging of Wards and Classes													
17	Suspension of Work and Classes													
18 19	WEEKENDS													
20	7:00	12:00					2:30	5:00					7:30	
21	8:00	12:00					1:00	5:00					8	
22	7:00	12:00					1:00	5:00					9	
23	7:00	12:00					1:00	5:00					9	
24	7:00	12:00					1:00	5:00					9	
25 26	WEEKENDS													
27														
28									_					
29														
30														
31														
							GRAND TOTAL						120	
I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of performed made daily at the time of arrival(s) and departure(s).												s of work		
								JETT C. QUEBEC						
Signature of Part-time Instructor								Printed Name and Signature of Dept. Head						