



VISAYAS
STATE UNIVERSITY

**PERSONNEL RECORDS AND PERFORMANCE
EVALUATION OFFICE**

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DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Evelyn A. Albia

For the Month

of: January

Year: 2022

Department: Meteorology

Day	AM						PM			Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10	08:00	12:00								4 hrs
11	08:00	12:00								4 hrs
12	08:00	12:00								4 hrs
13	08:00	12:00								4 hrs
14	08:00	12:00								4 hrs
15										
16										
17	08:00	12:00								4 hrs
18	08:00	12:00								4 hrs
19	08:00	12:00								4 hrs
20					01:00	05:00				4 hrs
21					01:00	05:00				4 hrs
22										
23										
24					01:00	05:00				4 hrs
25					01:00	05:00				4 hrs
26					01:00	05:00				4 hrs
27					01:00	05:00				4 hrs
28					01:00	05:00				4 hrs
29										
30										
31										
GRAND TOTAL										60 hrs

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).

EVELYN A. ALBIA

DANIEL C. LOR

Signature of Part-time Instructor

Printed Name and Signature of Dept. Head

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.