



VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT, AND PERSONNEL RECORDS

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DAILY TIME RECORD FOR PART-TIME INSTRUCTOR

Name: Beniel S. Salgo
Department: Department of Pure and Applied Chemistry

For the Month of: November
Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2	7:00	10:00					1:00	4:00					6
3	7:00	10:00	10:00	1:00									6
4			10:00	1:00					5:00	6:00			4
5													
6													
7	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
8			10:00	1:00			1:00	4:00					6
9	7:00	10:00					1:00	4:00					6
10	7:00	10:00	10:00	1:00									6
11			10:00	1:00					5:00	6:00			4
12													
13													
14	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
15			10:00	1:00			1:00	4:00					6
16	7:00	10:00					1:00	4:00					6
17	7:00	10:00	10:00	1:00									6
18			10:00	12:00									2
19													
20													
21	7:00	9:00	9:00	11:00	11:00	1:00	1:40	2:20					6.7
22			10:00	1:00			1:00	4:00					6
23	7:00	10:00					1:00	4:00					6
24	7:00	10:00	10:00	1:00									6
25			10:00	1:00					5:00	6:00			4
26													
27													
28	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
29			10:00	1:00			1:00	4:00					6
30					H O L I D A Y								
31													

GRAND TOTAL 122.7

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

ELIZABETH S. QUEVEDO
Printed Name and Signature of Dept. Head