

DEPARTMENT OF AGRONOMY

DASS Building, Visayas State University Visca, Baybay City, Leyte PHILIPPINES 6521-A Phone: +63 053 563 7636

Email: agronomy@vsu.edu.ph Website: www.vsu.edu.ph

ACCOMPLISHMENT REPORT

December 1 - 16, 2022

- Attended the monthly meeting of the department.
- Prepares the PowerPoint presentation for lecture and laboratory class.
- Conducted face-to-face classes for lectures and laboratory.
- Performed laboratory exercises.
- Computes grade for the midterm exam.
- Posted the student's midterm grade to the cumulus portal.
- 7. Collects laboratory reports and exercises.
- Recorded guizzes and laboratory reports.
- 9. Attended the department's Christmas party.
- 10. Do another task assigned by the immediate supervisor.

Submitted By

JAY BERNARD T. CUTAMORA

Part-Time Instructor

Recommending Approval

RUTH O. ESCASINAS

Head, Department of Agronomy

Approved

VICTOR B. ASIO Dean, CAFS



Vision: Mission:



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

DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Jay Bernard T. Cutamora Name:

For the Month of: December

Department: Agronomy

Year: 2022

Day	AM AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1	7:00	8:00	10:00	1:00			1:00	4:00	4:00	5:30			8.5
2	7:00	10:00	10:00	1:00			1:00	2:00	3:00	4:00	5:30	7:00	9.5
3			-										
4													
5	10:00	1:00					1:00	2:00	3:00	4:00	4:00	7:00	8
6	7:00	8:00					4:00	5:30					2.5
7	8:00	11:00					5:30	7:00					4.5
8		\$			<u> </u>								
9	7:00	10:00	10:00	1:00			1:00	2:00	3:00	4:00	5:30	7:00	9.5
10													
11			h										
12	10:00	1:00					1:00	2:00	3:00	4:00	4:00	7:00	8
13	7:00	8:00					4:00	5:30					2.5
14	8:00	11:00				-	5:30	7:00	***************************************				4.5
15	7:00	8:00	10:00	1:00			1:00	4:00	4:00	5:30			8.5
16	7:00	10:00	10:∞	1:00	İ		1:00	2:00	3:00	4:00	5:30	7:00	9.5
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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).

> Morran **RUTH O. ESCASINAS**

Signature of Part-time Instructor

Printed Name and Signature of Dept. Head

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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