



## ACCOMPLISHMENT REPORT

December 1 – 16, 2022

1. Attended the monthly meeting of the department.
2. Prepares the PowerPoint presentation for lecture and laboratory class.
3. Conducted face-to-face classes for lectures and laboratory.
4. Performed laboratory exercises.
5. Computes grade for the midterm exam.
6. Posted the student's midterm grade to the cumulus portal.
7. Collects laboratory reports and exercises.
8. Recorded quizzes 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

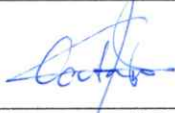

**VICTOR B. ASIO**  
Dean, CAFS



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: **Jay Bernard T. Cutamora**  
Department: **Agronomy**

For the Month of: **December**  
Year: **2022**

| Day   | AM    |       |       |      |     |     | PM  |      |      |      |      |      | Daily Total (hours) |
|---|-------|-------|-------|------|-----|-----|---|------|------|------|------|------|---------------------|
|   | ARR   | DEP   | ARR   | DEP  | ARR | DEP | ARR   | DEP  | ARR  | DEP  | ARR  | DEP  |                     |
| 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   |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 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  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 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 | 10:00 | 1:00 |     |     | 1:00  | 2:00 | 3:00 | 4:00 | 5:30 | 7:00 | 9.5                 |
| 17  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 18  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 19  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 20  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 21  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 22  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 23  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 24  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 25  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 26  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 27  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 28  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 29  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 30  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| 31  |       |       |       |      |     |     |   |      |      |      |      |      |                     |
| <b>GRAND TOTAL</b>  |       |       |       |      |     |     |   |      |      |      |      |      | <b>75.5</b>         |
| 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  |      |      |      |      |      |                     |