

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

Name: LORRAINE CRISTY E. CENIZA

Department: ITEEM

For the Month of: NOVEMBER

Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total
1										-			(Hours
2													
3	7:00	10:00					1:00	5:30					7.5
4	8:30	2:30					4:00	5:30					7.5
5													7.5
6													
7	8:30	2:30					4:00	5:30					7.5
8	7:00	10:00					1:00	5:30					7.5
9													7.5
10	7:00	10:00					1:00	5:30			•		7.5
11	8:30	2:30					4:00	5:30					7.5
12											-		7.5
13													
14	8:30	2:30					4:00	5:30					7.5
15	7:00	10:00					1:00	5:30					7.5
16								0.00					7.5
17	7:00	10:00		-1			1:00	5:30					7.5
18	8:30	2:30					4:00	5:30					7.5
19								3.30					7.5
20													
21	8:30	2:30			-		4:00	5:30					7.5
22	7:00	10:00					1:00	5:30			-		7.5
23							2.00	3.50					7.5
24	7:00	10:00					1:00	5:30		-			7.5
25	8:30	2:30					4:00	5:30					
26							7.00	3.30					7.5
27					-						0		
28	8:30	2:30					4:00	5:30		-			7.5
29	7:00	10:00				-	1:00	5:30	-				7.5
30				+			1.00	3.30					7.5
31							-						-
										CD	AND TO	TA:	
	DEBY CERTIES on my honor that the above the											/IAL	120

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

ELIZA D. ESPINOSA

Printed Name and Signature of Dept. Head