



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

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

For the Month of: January
Year: 2023

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1													
2													
3													
4													
5													
6													
7													
8													
9	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
10			10:00	1:00			1:00	4:00					6
11	7:00	10:00					1:00	4:00					6
12	7:00	10:00	10:00	1:00									6
13			10:00	1:00					5:00	6:00			4
14													
15													
16	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
17			10:00	1:00			1:00	4:00					6
18	7:00	10:00					1:00	4:00					6
19	7:00	10:00	10:00	1:00									6
20			10:00	1:00					5:00	6:00			4
21													
22													
23	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
24			10:00	1:00			1:00	4:00					6
25	7:00	10:00					1:00	4:00					6
26	7:00	10:00	10:00	1:00									6
27			10:00	1:00					5:00	6:00			4
28													
29													
30	7:00	10:00	10:00	1:00			1:00	4:00	5:00	6:00			10
31			10:00	1:00			1:00	4:00					6
GRAND TOTAL													112

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



ACCOMPLISHMENT REPORT

[January 9-31, 2023]

1. Conducted laboratory classes in ESci 115b, Chem 113.2, and Chem 120.1.
2. Conducted online classes via Google Meet in ScTS 11c and Chem 120.
3. Checked quizzes in ScTS11c, ESci 115b, Chem 113.2, Chem 120.1, and Chem 120.
4. Checked Laboratory Journals in ESci 115b, Chem 113.2, and Chem 120.1.
5. Checked scientific reports in ESci 115b, Chem 113.2, and Chem 120.1.
6. Conducted practical examinations for ESci 115b, Chem 113.2, and Chem 120.1.
7. Conducted written final examinations for ScTS 11c and Chem 120.
8. Answered students' questions and clarifications for ScTS 11c, ESci 115b, Chem 113.2, Chem 120.1, and Chem 120.

Submitted by:

RENIEL S. SALGO

Name of Employee/Faculty

Recommending Approval:

ELIZABETH S. QUEVEDO

Head, DoPAC

Approved:

MA. THERESA P. LORETO

Dean, CAS