



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Jemboy M. Cadenas

For the Month of: November

Department: DAEx

Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	Holiday						Holiday						
2	9:00	12:01					1:00	5:06					
3	7:58	12:00					1:00	5:02					
4	7:56	12:03					1:00	5:11					
5	8:10	12:02					1:00	6:00					
6	S	S					S	S					
7													
8	Holiday						Holiday						
9	8:00	12:01					1:00	5:30					
10	8:15	12:00					1:00	5:03					
11	8:00	12:01					1:00	5:15					
12	8:33	12:03					1:00	6:00					
13	S	S					S	S					
14													
15	8:29	12:01					1:00	5:40					
16	8:12	12:00					1:00	5:36					
17	8:11	12:01					1:00	5:22					
18	8:26	12:01					1:00	5:29					
19	8:30	12:02					1:00	5:36					
20	S	S					S	S					
21													
22	8:00	12:00					1:00	5:31					
23	8:00	12:04					1:00	5:44					
24	8:05	12:01					1:00	6:00					
25	8:30	12:01					1:00	5:37					
26	8:00	12:00					1:00	5:30					
27	S	S					S	S					
28													
29	8:16	12:03					1:00	5:29					
30	Holiday						Holiday						
31													

GRAND TOTAL

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).

 JEMBOY M. CADENAS Signature of Part-time Instructor	 KAREN LUZ P. YAP Printed Name and Signature of Dept. Head
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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.



ACCOMPLISHMENT REPORT

(November 1-30, 2021)

1. Conducted regular online classes via Google meet for all the subjects handled.
2. Prepared PowerPoint presentations for the month of November.
3. Prepared long quiz for all the subjects handled.
4. Checked quizzes for all the subjects handled.
5. Contacted students especially those who were not able to take the midterm examination.
6. Checked student's research outline as a requirement for AgEx 197 subject.
7. Prepared video presentation and supplemental materials for the Colloquium subject.
8. Prepared extension projects to be used as reference for AgEx 131 laboratory activity.
9. Made video documentation needed for the AACUP.
10. Performed other task assigned by the department head.

Submitted By:


JEMBOY M. CADENAS
Part-time Instructor, DAEEx

Recommending Approval


KAREN LUZ P. YAP
Head, DAEEx