

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

For the Month of: MAY

Department: ITEEM Year: 2022

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours
1											-		(nours)
2	7:00	12:00					1:00	5:30					9.5
3													
4	8:00	12:00					1:00	5:30					8.5
5	8:00	12:00					1:00	5:00					8
6	7:00	12:00					1:00	5:00					9
7													
8													
9												-	
10	8:00	12:00					1:00	5:00			•		8
11	8:00	12:00					1:00	5:30					8.5
12	8:00	12:00					1:00	5:00					8
13	7:00	12:00					1:00	5:00					9
14						>							
15													
16	7:00	12:00				-	1:00	5:30					9.5
17	8:00	12:00					1:00	5:00			,		8
18	8:00	12:00					1:00	5:30					8.5
19	8:00	12:00					1:00	5:00					8
20	7:00	12:00					1:00	5:00				-	9
21													
22													
23	7:00	12:00					1:00	5:30		d.			9.5
24	8:00	12:00			_		1:00	5:00					8
25	8:00	12:00					1:00	5:30					8.5
26	8:00	12:00					1:00	5:00		*			8
27	7:00	12:00					1:00	5:00					9
28													
29				4									
30	TRAVEL												
31	8:00	12:00					1:00	5:00					8
GRAND									RAND T	OTAL	162.5		

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