

## PERSONNEL RECORDS AND PERFORMANCE **EVALUATION OFFCE**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: RUEL R. BALANA

For the Month of: December

Department: INTEGRATED HIGH SCHOOL-SHS

Year: 2021

Day	AM						PM						Daily
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	Total (hours)
1	8:00	12:00					1:00	5:00					8
2	8:00	12:00					1:00	5:00					8
3	8:00	12:00					1:00	5:00					8
4													
5													
6	8:00	12:00					1:00	5:00					8
7	8:00	12:00					1:00	5:00					8
8													
9	8:00	12:00					1:00	5:00					8
10	8:00	12:00					1:00	5:00					8
11													
12													
13	8:00	12:00					1:00	5:00					8
14	8:00	12:00					1:00	5:00					8
15	8:00	12:00					1:00	5:00					8
16	8:00	12:00					1:00	5:00					8
17	8:00	12:00					1:00	5:00					8
18													
19													
20													
21													-
22													
23													
24			a a										
25													
26													
27													
28													
29					1								
30													
31													
			1	4	1	1	J	L		GF	RAND T	OTAL	96

GRAND TOTAL | 96

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).

RUEL R. BALANA

SHALOM GRACE C. SUGANO

Signature of Part-time Instructor

Printed Name and Signature of Dept. Head