

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: LYKA T. ARTUGUE

For the Month of: NOVEMBER 1-30

Department: Dept. of Business and Management

Year: 2021 AM PM Daily Day **Total** ARR ARR DEP DEP ARR DEP ARR DEP ARR DEP ARR DEP (hours) 1 **HOLIDAY** 2 8:00 12:00 1:00 5:00 8 3 10:00 12:00 3:00 7:30 6:30 4 8:00 12:00 1:00 5:00 8 5 8:00 12:00 1:00 5:00 8 6 **SATURDAY** 7 SUNDAY 8 10:00 12:00 3:00 7:30 6:30 9 8:00 12:00 1:00 5:00 8 10 10:00 12:00 3:00 7:30 6:30 11 8:00 12:00 1:00 5:00 8 12 8:00 12:00 1:00 5:00 8 13 **SATURDAY** 14 **SUNDAY** 15 10:00 12:00 3:00 7:30 6:30 16 8:00 12:00 5:00 1:00 8 17 10:00 12:00 3:00 7:30 6:30 18 8:00 12:00 1:00 7:30 8

20 **SATURDAY** 21 **SUNDAY** 22 10:00 12:00 3:00 7:30 6:30 23 8:00 12:00 1:00 5:00 8 10:00 12:00 3:00 7:30 6:30

1:00

5:00

24 25 8:00 12:00 1:00 7:30 8 26 8:00 12:00 1:00 5:00 8 27 **SATURDAY**

28 **SUNDAY** 29 10:00 12:00 3:00 7:30 6:30 30 HOLIDAY

19

8:00

12:00

GRAND TOTAL 148HRS

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

ANGELITA L. PARADERO

Printed Name and Signature of Dept. Head

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