

## 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: OCTOBER

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											Ì		
3	8:00	12:00					1:00	5:30					8.5
4	7:00	12:00					1:00	5:30					9.5
5													
6	8:00	12:00					1:00	5:30					8.5
7	7:00	12:00	7				1:00	5:30					9.5
8													
9													
10	8:00	12:00					1:00	5:30					8.5
11	7:00	12:00					1:00	5:30					9.5
12					The second secon								
13	8:00	12:00					1:00	5:30					8.5
14	7:00	12:00				h.	1:00	5:30					9.5
15													
16													
17	8:00	12:00					1:00	5:30		and the second s			8.5
18	7:00	12:00			and the second		1:00	5:30	ar.		The state of the s		9.5
19													
20	HOLIDAY											-	
21	7:00	12:00					1:00	5:30					9.5
22													
23													
24	8:00	12:00					1:00	5:30					8.5
25	7:00	12:00					1:00	5:30					9.5
26			11.										
27	8:00	12:00					1:00	5:30					8.5
28	7:00	12:00					1:00	5:30		_==			9.5
29													1
30													
31	HOLIDAY										AND T		-

**GRAND TOTAL** 135.5

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

**ESPINOSA** ELIZA D

Printed Name and Signature of Dept. Head