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| **Instituto Tecnológico de Pachuca** | **HORARIO DE TRABAJO** | | | **Codigo : ITPAC-AC-PO-004-06** | | |  |
| **Version : 0** | | |
| **Página: 1 de 1** | | |
| **INSTITUTO TECNOLOGICO DE:** | **PACHUCA** | **C.C.T.:** | **13DIT0020T** | | **PERIODO ESCOLAR** |  | |
| **NOMBRE COMPLETO:** | | | | **CLAVE COMPLETA DE LA(S) PLAZA(S):** | | | |
| **ESCOLARIDAD DEL PERSONAL** | | **PASANTE** | **TITULADO** |  | | | |
| **LICENCIATURA EN:** | |  |  | **RFC :** | | | **CURP : AUGL551125HHGGMS03** |
| **ESPECIALIZACION EN:** | |  |  | **TIPO DE NOMBRAMIENTO:** | | | **FECHA DE INGRESO A LA S.E.P.:** |
| **MAESTRIA EN:** | |  |  |
| **DOCTORADO EN:** | | | | **NO. DE TARJETA DE CONTROL:** | | | **FECHA DE INGRESO A LA INSTITUCION:** |
| **UNIDAD ORGÁNICA DE ADSCRIPCIÓN:** | | | |

# I.-CARGA ACADÉMICA:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ASIGNATURA | GRUPO | ALUMNOS | AULA | NIVEL | MODALIDAD | CARRERA(S) | HORARIO | | | | | TOTAL HRS SEMANALES |
| L | M | M | J | V |
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| SUBTOTAL | | | | | | |  |  |  |  |  |  |

**II.- ACTIVIDADES DE APOYO A LA DOCENCIA:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NOMBRE DE LA ACTIVIDAD | METAS A ATENDER | HORARIO | | | | | TOTAL HRS SEMANALES |
| L | M | M | J | V |
|  |  |  |  |  |  |  |  |
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| SUBTOTAL  TOTAL | |  |  |  |  |  |  |
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**III.-ACTIVIDADES EN LA ADMINISTRACIÓN:**

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| PUESTO | UNIDAD ORGÁNICA DE ADSCRIPCIÓN | HORARIO | | | | | TOTAL HRS SEMANALES |
| L | M | M | J | V |
|  |  |  |  |  |  |  |  |
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| SUBTOTAL  TOTAL | |  |  |  |  |  |  |
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**PERSONAL NO DOCENTE: Primaria( ) Secundaria( ) Preparatoria( ) Otro( ) Especificar**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| PUESTO | UNIDAD ORGÁNICA DE ADSCRIPCIÓN | HORARIO | | | | | TOTAL HRS SEMANALES |
| L | M | M | J | V |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| SUBTOTAL TOTAL | |  |  |  |  |  |  |
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OBSERVACIONES : FECHA DE REGISTRO DE LA INFORMACIÓN:

**SELLO**

**FIRMA DEL TRABAJADOR NOMBRE Y FIRMA DIRECTOR**

NOTA: ESTE HORARIO ESTA SUJETO A MODIFICACIONES SEGUN NECESIDADES DE LA INSTITUCION

C.c.p.- Subdirección Académica C.c.p.- Departamento de Planeación, Programación y Presupuestación C.c.p.- Departamento de Recursos Humanos