



**"AÑO DE LA RECUPERACION Y CONSOLIDACION DE LA ECONOMIA  
PERUANA"**

**INFORME No007-JUADM-iestp"M"-2025**

A : Lic. Elías Abel Hidalgo Arroyo  
Director General del IESTP Marco

DE : Mg Gutiérrez Cangahuala Jesús  
Jefe de Unidad Administrativa

ASUNTO : Remito Control de Asistencia del mes de abril 2025

FECHA : Marco 02 mayo del 2025

Tengo el honor de dirigirme a su despacho, para expresarle mi cordial saludo y al mismo tiempo hacerle llegar el informé del control de asistencia del personal docente y administrativo correspondiente al mes de abril de 2025. La misma que se adjunta documentos sustenta torios y otros, como La misma que se adjunta documentos.

- Adjunto 01 juegos del reporte del reloj del Personal Docentes
- Adjunto 01 juegos del reporte del reloj del Personal Administrativo
- Un juego consolidado

Es todo cuanto informo para su conocimiento y fines pertinentes.

Atentamente,



*Jesús Gutiérrez Cangahuala*  
Eco. Jesús Gutiérrez Cangahuala  
JEFATURA DE ADMINISTRACIÓN

## CONTROL DE ASISTENCIA

REPORTE DE ASISTENCIA CORRESPONDIENTE AL MES DE ABRIL - 2025



| DATOS GENERALES:      |                      |                         |                                |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          |    |    |    |    |            |    |    |    |    |    |       |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
|-----------------------|----------------------|-------------------------|--------------------------------|----|----|----|----|------------------|---|----|----|----|-------------------------------|----|----|----|----|----------|----|----|----|----|------------------------------------------------------------------------------------------|----|----|----|----|------------|----|----|----|----|----|-------|----|----|----|---|----|---|---|---|----|----|---|--|--|--|--|--|
| CÓDIGO DEL LOCAL      |                      |                         | 0814749                        |    |    |    |    |                  |   |    |    |    | EMAIL INSTITUCIONAL           |    |    |    |    |          |    |    |    |    | <a href="mailto:iestp.marco.marco.jauja@gmail.com">iestp.marco.marco.jauja@gmail.com</a> |    |    |    |    |            |    |    |    |    |    |       |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
| DIRECTORA             |                      |                         | Elias Abel HIDALGO ARROYO      |    |    |    |    |                  |   |    |    |    | LUGAR                         |    |    |    |    |          |    |    |    |    | Marco-Jauja                                                                              |    |    |    |    |            |    |    |    |    |    |       |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
| DIRECCION             |                      |                         | Km.7.5 carretera central-Marco |    |    |    |    |                  |   |    |    |    | JEFE DE UNIDAD ADMINISTRATIVA |    |    |    |    |          |    |    |    |    | Jesus Roberto GUTIERREZ CANGAHUALA                                                       |    |    |    |    |            |    |    |    |    |    |       |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
| INSTITUCIÓN EDUCATIVA |                      |                         | IESTP "MARCO"                  |    |    |    |    | NIVEL EDUCATIVO: |   |    |    |    |                               |    |    |    |    | SUPERIOR |    |    |    |    |                                                                                          |    |    |    |    | MODALIDAD: |    |    |    |    |    |       |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
| Nº                    | APELLIDOS Y NOMBRES  |                         | DNI                            | M  | M  | J  | V  | S                | D | L  | M  | M  | J                             | V  | S  | D  | L  | M        | M  | J  | V  | S  | D                                                                                        | L  | M  | M  | J  | V          | S  | D  | L  | M  | M  | TOTAL |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
|                       |                      |                         |                                | 1  | 2  | 3  | 4  | 5                | 6 | 7  | 8  | 9  | 10                            | 11 | 12 | 13 | 14 | 15       | 16 | 17 | 18 | 19 | 20                                                                                       | 21 | 22 | 23 | 24 | 25         | 26 | 27 | 28 | 29 | 30 | F     | LS | CS | DA | S | CD | V | F | O | T  | M  |   |  |  |  |  |  |
| 01                    | AQUINO CASTRO        | ELSA LUISA              | 21279451                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 02                    | BARZOLA RIVAS        | LIZ BERLENY             | 46480726                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | T  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 1  | 5  |   |  |  |  |  |  |
| 03                    | BUENO SOLIS          | FREDDY JUAN             | 40512341                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 04                    | CAMARENA LIMACO      | JORGE ALBERTO           | 19899941                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 05                    | CARDENAS ILLESCAS    | LUCY DELIA              | 21252068                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | S  | T  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 1 | 0  | 0 | 0 | 0 | 1  | 2  |   |  |  |  |  |  |
| 06                    | CASTRO CHAMORRO      | JORGE ANDRES            | 20722598                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 07                    | CERRON OCHOA         | JUAN SILVIO             | 10104561                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | CS         |    | X  | T  | X  | 2  | 0     | 1  | 0  | 0  | 0 | 0  | 0 | 0 | 1 | 10 |    |   |  |  |  |  |  |
| 08                    | CHUQUILLANQUI        | BENITES GANIMEDES YOSIP | 20058437                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | T  | X  | X  | X  | X          |    |    | X  | T  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 2  | 14 |   |  |  |  |  |  |
| 09                    | CONDOR LAZO          | NORMA YOLANDA           | 20041828                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 10                    | CONTRERAS MORALES    | ALEX MANUEL             | 40010768                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 11                    | CRISOSTOMO ELESCANO  | CARMEN ROSA             | 19926825                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 12                    | GAMARRA CASTILLO     | DANIEL ANGEL            | 21263745                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | F          |    | X  | X  | X  | 2  | 0     | 0  | 0  | 0  | 0 | 0  | 1 | 0 | 0 | 0  |    |   |  |  |  |  |  |
| 13                    | GUTARRA DE LA CRUZ   | NORKA SHIRLEY           | 20068571                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 14                    | GUTIERREZ CANGAHUALA | JESUS ROBERTO           | 20429212                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | CS |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | CS         |    | X  | X  | X  | 2  | 0     | 2  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  |    |   |  |  |  |  |  |
| 15                    | HIDALGO ARROYO       | ELIAS ABEL              | 20724227                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 16                    | HINOJOSA QUINTO      | RUIZ                    | 46824511                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  |            |    | T  | X  | X  | 0  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 1 | 4 |    |    |   |  |  |  |  |  |
| 17                    | LAOS PONCE           | SILVIA PATRICIA         | 41215486                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          |    | X  | X  | X  |            |    | X  | X  | X  | 0  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  |    |   |  |  |  |  |  |
| 18                    | MANTARI BUENDIA      | ANGELICA GRACIELA       | 19959386                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 19                    | MATAMOROS TAIPE      | JHON JAIME              | 74423023                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 20                    | OLIVERA BORDAES      | ELA INES                | 20037705                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 21                    | ORIHUELA BENITO      | TEODOLINDA JUANA        | 20640096                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 22                    | ORTEGA RETAMOZO      | ELENA                   | 19873888                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 23                    | OSORIO RODRIGUEZ     | ESTEBAN ALFONSO         | 19807726                       | CS | X  | X  | T  |                  |   | X  | T  | X  | X                             | X  |    |    | X  | X        | T  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 1  | 0  | 0 | 0  | 0 | 0 | 0 | 3  | 12 |   |  |  |  |  |  |
| 24                    | PARIONA GONZALES     | JHOSER LUIS             | 72000039                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  |            |    | X  | X  | X  | 0  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  |    |   |  |  |  |  |  |
| 25                    | PUENTE ANCIETA       | GREYS KAREN             | 44835229                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 26                    | ROBLADILLO HIDALGO   | SANDY MILAGROS          | 40948309                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  |            |    | X  | X  | X  | 0  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  |    |   |  |  |  |  |  |
| 27                    | RODRIGUEZ ROJA       | DERIAN YIRO             | 73602949                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 28                    | ROJAS HUANQUI        | PERCY EDGAR             | 23271260                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 29                    | SANCHEZ VERANO       | EMELY LUZ               | 46522362                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 30                    | SUAREZ AVELLANEDA    | MARIA DEL CARMEN        | 40975450                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 31                    | TEJEDA ÑAHUI         | MARLENE JANET           | 20069977                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 32                    | TIZA DAVILA          | MARGARITA LUZ           | 19961095                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | T  | X        | X  | f  | f  |    |                                                                                          | T  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 2  | 5  |   |  |  |  |  |  |
| 33                    | TORRES CORDOVA       | RAUL GUSTAVO            | 19838660                       | LS | LS | LS | LS |                  |   | LS | LS | LS | LS                            | LS |    |    | LS | LS       | LS | f  | f  |    |                                                                                          | LS | LS | LS | LS | LS         |    |    | LS | LS | LS | 2     | 20 | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  | 0 |  |  |  |  |  |
| 34                    | VELEZ ALIAGA         | PAOLA CECILIA           | 44795969                       |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          | X  | T  | X  | X  | X          |    |    | T  | T  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 3 | 10 |    |   |  |  |  |  |  |
| 35                    | VILLARRUEL CARDENAS  | ANGEL JOSE              | 20672037                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| ADMINISTRATIVO        |                      |                         |                                |    |    |    |    |                  |   |    |    |    |                               |    |    |    |    |          |    |    |    |    |                                                                                          |    |    |    |    |            |    |    |    |    |    |       |    |    |    |   |    |   |   |   |    |    |   |  |  |  |  |  |
| 01                    | ARIAS ROMERO         | JULIAN CRISPIN          | 20683099                       | -  | X  | -  | X  | -                | X | -  | X  | -  | X                             | -  | X  | -  | X  | -        | X  | -  | X  | -  | X                                                                                        | -  | X  | -  | X  | *          | X  | -  | X  | -  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 02                    | BALTAZAR ROJAS       | WALTER LUIS             | 42054116                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | T  | f  | f  |    |                                                                                          | X  | X  | X  | X  | T          |    | X  | X  | X  | 2  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 2 | 16 |    |   |  |  |  |  |  |
| 03                    | CASO TOLENTINO       | RUBEN DAVID             | 40635035                       | X  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | X        | X  | X  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 1     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 04                    | LUJAN GAGO           | LIZ ELIZABETH           | 20724653                       | X  | X  | X  | X  |                  |   | X  | T  | X  | X                             | X  |    |    | T  | X        | T  | f  | f  |    |                                                                                          | X  | X  | S  | S  | S          |    |    | S  | S  | S  | 2     | 0  | 0  | 0  | 6 | 0  | 0 | 0 | 0 | 3  | 10 |   |  |  |  |  |  |
| 05                    | RIVAS ROSALES        | VICTORIANO JUSTO        | 20713367                       | X  | -  | X  | -  | X                | - | X  | -  | X  | -                             | X  | -  | X  | -  | X        | -  | X  | -  | X  | -                                                                                        | X  | -  | X  | -  | X          | -  | X  | -  | X  | -  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0  | 0  |   |  |  |  |  |  |
| 06                    | SOBERO ALANIA        | JACKELYNNE JESSICA      | 44633162                       | X  | X  | X  | T  |                  |   | X  | T  | X  | X                             | X  |    |    | T  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | X          |    |    | X  | X  | X  | 2     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 3 | 10 |    |   |  |  |  |  |  |
| 07                    | TABRAJ PEREZ         | LEONIDES                | 20714374                       | T  | X  | X  | X  |                  |   | X  | X  | X  | X                             | X  |    |    | X  | T        | X  | T  | X  |    |                                                                                          | X  | X  | T  | X  | X          |    |    | X  | X  | X  | 0     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 4  | 12 |   |  |  |  |  |  |
| 08                    | YNCISO VASQUEZ       | VALERIANA               | 19910283                       | CS | T  | X  | T  |                  |   | T  | X  | X  | T                             | X  |    |    | X  | X        | X  | f  | f  |    |                                                                                          | X  | X  | X  | X  | CS         |    | X  | X  | X  | 2  | 0     | 2  | 0  | 0  | 0 | 0  | 0 | 0 | 4 | 12 |    |   |  |  |  |  |  |

**LEYENDA:**

X = Asistió  
F = Falto  
T = Tarde  
f = feriado  
V = Vacaciones  
P = Permiso  
S = Salud  
O = Onomástico  
CS = Comisión de servicios  
DA = Destitucion automatico  
LS = Licencia Sindical  
PJ = Permiso Justificado

Observaciones:

Marco - Jauja, 02 de mayo de 2025.



  
 Edo. Edoardo Gutiérrez Cordero  
 SECRETARÍA DE ADMINISTRACIÓN