



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

**INFORME N° 025-2025-JUADM-iestp" MARCO"**

**A** : Lic. Hidalgo Arroyo Elías Abel  
Directora General del IESTP Marco  
**DE** : Mg. Gutiérrez Cangahuala Jesús  
Jefe de la unidad administrativa  
**ASUNTO** : Remito Control de Asistencia del mes de julio 2025  
**FECHA** : Marco, 05 de agosto del año 2025

---

Es grato dirigirme a usted, para saludarle y remitir al presente el Informe del Control de Asistencia del personal Docente y Administrativo correspondiente al mes de julio de 2025. La misma que se adjunta documentos sustentatorios y otros, como planilla de asistencia.

- 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 a Usted para los fines pertinentes.

Atentamente,



*B*  
*C*  
*Jesús Gutiérrez Cangahuala*  
Eco. Jesús Gutiérrez Cangahuala  
JEFE DE ADMINISTRACIÓN

## CONTROL DE ASISTENCIA

REPORTE DE ASISTENCIA CORRESPONDIENTE AL MES DE JULIO - 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  | J  | 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 | 31 | f     | LS | CS | DA | S | CD | V | F | O | T | M |    |    |
| 01                    | AQUINO CASTRO ELSA LUISA              | 21279451                       | X  | X  | X  | ST |                  |   |   | f  | X  | CS                            | X  | ST |    |    | X  | X  | X  | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | CS | X     | 4  | 0  | 2  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 02                    | BARZOLA RIVAS LIZ BERLENY             | 46480726                       | X  | X  | X  | X  |                  |   |   | f  | CS | X                             | X  | CS |    |    | X  | X  | X  | X  | X  |                                                                                          |    | X  | X  | f  | PJ | X  |    |    | f  | f  | T  | X     | 4  | 0  | 2  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 7  |    |
| 03                    | BUENO SOLIS FREDDY JUAN               | 40512341                       | X  | X  | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | X  | X  | X  | X  |                                                                                          |    | CS | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 2  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 04                    | CAMARENA LIMACO JORGE ALBERTO         | 19899941                       | X  | CS | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | X  | CS | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | CS | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 05                    | CARDENAS ILLESCAS LUCY DELIA          | 21252068                       | X  | X  | X  | T  |                  |   |   | f  | X  | O                             | X  | X  |    |    | CS | X  | X  | X  | X  |                                                                                          |    | S  | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 1  | 0 | 1  | 0 | 0 | 0 | 1 | 1 | 1  |    |
| 06                    | CASTRO CHAMORRO JORGE ANDRES          | 20722598                       | X  | X  | CS | X  |                  |   |   | f  | X  | X                             | CS | X  |    |    | X  | SF | X  | CS | X  |                                                                                          |    | X  | X  | f  | CS | X  |    |    | f  | f  | X  | CS    | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 07                    | CERRON OCHOA JUAN SILVIO              | 10104561                       | T  | X  | X  | CS |                  |   |   | f  | X  | CS                            | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 5  |    |
| 08                    | CHUQUILLANQUI BENITES GANIMEDES YOSIP | 20058437                       | X  | X  | X  | X  |                  |   |   | f  | X  | T                             | X  | X  |    |    | CS | X  | X  | X  | X  |                                                                                          |    | CS | X  | f  | X  | X  |    |    | f  | f  | X  | T     | 4  | 0  | 2  | 0 | 0  | 0 | 0 | 0 | 0 | 2 | 12 |    |
| 09                    | CONDOR LAZO NORMA YOLANDA             | 20041828                       | X  | X  | X  | CS |                  |   |   | f  | X  | X                             | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 10                    | CONTRERAS MORALES ALEX MANUEL         | 40010768                       | X  | X  | X  | CS |                  |   |   | f  | X  | X                             | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 11                    | CRISOSTOMO ELESCANO CARMEN ROSA       | 19926825                       | X  | X  | X  | CS |                  |   |   | f  | X  | CS                            | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 12                    | GAMARRA CASTILLO DANIEL ANGEL         | 21263745                       | X  | X  | X  | CS |                  |   |   | f  | X  | X                             | X  | CS |    |    | X  | T  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 5  |    |
| 13                    | GUTARRA DE LA CRUZ NORKA SHIRLEY      | 20068571                       | CS | X  | X  | X  |                  |   |   | f  | CS | X                             | X  | X  |    |    | X  | CS | X  | X  | X  |                                                                                          |    | X  | CS | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 14                    | GUTIERREZ CANGAHUALA JESUS ROBERTO    | 20429212                       | X  | X  | X  | X  |                  |   |   | f  | X  | X                             | CS | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 15                    | HIDALGO ARROYO ELIAS ABEL             | 20724227                       | CS | X  | X  | X  |                  |   |   | f  | X  | X                             | CS | CS |    |    | X  | CS | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | CS    | 4  | 0  | 7  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 16                    | HINOJOSA QUINTO RUIZ                  | 46824511                       | X  | X  | X  | CS |                  |   |   | f  | T  | X                             | X  | CS |    |    | X  | T  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | T  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 3 | 5  |    |
| 17                    | LAOS PONCE SILVIA PATRICIA            | 41215486                       | X  | X  | X  | X  |                  |   |   | f  | X  | X                             | X  | X  |    |    | X  | X  | X  | X  | X  |                                                                                          |    | X  | X  | f  | CS | X  |    |    | f  | f  | X  | X     | 4  | 0  | 1  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 18                    | MANTARI BUENDIA ANGELICA GRACIELA     | 19959386                       | X  | S  | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | X  | X  | S  | X  |                                                                                          |    | CS | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 2  | 0 | 2  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 19                    | MATAMOROS TAIPE JHON JAIME            | 74423023                       | X  | CS | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | SF | CS | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | CS | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 20                    | OLIVERA BORDAS ELA INES               | 20037705                       | X  | CS | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | X  | CS | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | CS | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 21                    | ORIHUELA BENITO TEODOLINDA JUANA      | 20640096                       | X  | X  | X  | CS |                  |   |   | f  | X  | X                             | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 22                    | ORTEGA RETAMOZO ELENA                 | 19873988                       | X  | X  | X  | CS |                  |   |   | f  | X  | X                             | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | T  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 2  |    |
| 23                    | OSORIO RODRIGUEZ ESTEBAN ALFONSO      | 19807726                       | X  | X  | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | X  | X  | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 1  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 24                    | PARIONA GONZALES JHOSER LUIS          | 72000039                       | CS | X  | X  | X  |                  |   |   | f  | CS | CS                            | X  | X  |    |    | X  | CS | X  | X  | X  |                                                                                          |    | X  | CS | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 25                    | PUENTE ANCIETA GREYS KAREN            | 44835229                       | X  | X  | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | O  | X  | X  | X  | X  |                                                                                          |    | CS | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 2  | 0 | 0  | 0 | 0 | 0 | 1 | 0 | 0  |    |
| 26                    | ROBLADILLO HIDALGO SANDY MILAGROS     | 40948309                       | X  | CS | T  | X  |                  |   |   | f  | X  | CS                            | X  | CS |    |    | X  | X  | CS | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | CS | X     | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 9  |    |
| 27                    | RODRIGUEZ ROJA DERIAN YIRO            | 73602949                       | X  | X  | X  | X  |                  |   |   | f  | X  | X                             | X  | X  |    |    | CS | X  | X  | X  | X  |                                                                                          |    | CS | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 2  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 28                    | ROJAS HUANQUI PERCY EDGAR             | 23271260                       | X  | X  | X  | X  |                  |   |   | f  | SF | CS                            | CS | X  |    |    | X  | CS | X  | CS | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 29                    | SANCHEZ VERANO EMELY LUZ              | 46522362                       | X  | X  | CS | X  |                  |   |   | f  | X  | X                             | CS | X  |    |    | X  | X  | X  | CS | X  |                                                                                          |    | X  | X  | f  | CS | X  |    |    | f  | f  | T  | CS    | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 10 |    |
| 30                    | SUAREZ AVELLANEDA MARIA DEL CARMEN    | 40975450                       | X  | CS | X  | X  |                  |   |   | f  | X  | CS                            | X  | CS |    |    | X  | X  | CS | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 31                    | TEJEDA ÑAHUIN MARLENE JANET           | 20069977                       | X  | X  | CS | X  |                  |   |   | f  | X  | ST                            | CS | X  |    |    | X  | X  | X  | CS | X  |                                                                                          |    | X  | X  | f  | CS | X  |    |    | f  | f  | T  | CS    | 4  | 0  | 5  | 0 | 0  | 0 | 0 | 0 | 0 | 1 | 10 |    |
| 32                    | TIZA DAVILA MARGARITA LUZ             | 19961095                       | T  | T  | X  | X  |                  |   |   | f  | X  | X                             | X  | CS |    |    | CS | X  | X  | X  | X  |                                                                                          |    | CS | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 3  | 0 | 0  | 0 | 0 | 0 | 0 | 2 | 10 |    |
| 33                    | TORRES CORDOVA RAUL GUSTAVO           | 19838660                       | LS | X  | LS | LS |                  |   |   | f  | X  | LS                            | LS | ST |    |    | LS | LS | X  | LS | LS |                                                                                          |    | LS | LS | f  | LS | X  |    |    | f  | f  | X  | X     | 4  | 12 | 0  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 34                    | VELEZ ALIAGA PAOLA CECILIA            | 44795969                       | O  | X  | X  | CS |                  |   |   | f  | X  | X                             | X  | CS |    |    | X  | X  | X  | X  | CS |                                                                                          |    | X  | X  | f  | X  | CS |    |    | f  | f  | X  | S     | 4  | 0  | 4  | 0 | 1  | 0 | 0 | 0 | 1 | 0 | 0  |    |
| 35                    | VILLARRUEL CARDENAS ANGEL JOSE        | 20672037                       | X  | CS | X  | X  |                  |   |   | f  | X  | CS                            | X  | X  |    |    | X  | X  | CS | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 4  | 0  | 3  | 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  | -  | X  | -     | X  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  | 0  |
| 02                    | BALTAZAR ROJAS WALTER LUIS            | 42054116                       | T  | T  | X  | X  |                  |   |   | X  | X  | T                             | X  | X  |    |    | X  | X  | T  | X  | X  |                                                                                          |    | X  | X  | X  | X  | X  |    |    | f  | f  | S  | X     | 2  | 0  | 0  | 0 | 0  | 1 | 0 | 0 | 0 | 0 | 4  | 15 |
| 03                    | CASO TOLENTINO RUBEN DAVID            | 40635035                       | X  | X  | X  | CS |                  |   |   | X  | X  | X                             | X  | X  |    |    | X  | X  | X  | X  | X  |                                                                                          |    | X  | X  | f  | X  | X  |    |    | f  | f  | X  | X     | 3  | 0  | 1  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 0  |    |
| 04                    | LUJAN GAGO LIZ ELIZABETH              | 20724653                       | X  | X  | X  | X  |                  |   |   | CS | X  | CS                            | X  | CS |    |    | X  | T  | X  | CS | CS |                                                                                          |    | X  | CS | f  | X  | X  |    |    | f  | f  | X  | X     | 3  | 0  | 6  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 1  | 10 |
| 05                    | RIVAS ROSALES VICTORIANO JUSTO        | 20713367                       | -  | X  | -  | 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  | T  | X  |                  |   |   | X  | X  | X                             | CS | CS |    |    | X  | X  | T  | X  | CS |                                                                                          |    | X  | CS | f  | X  | X  |    |    | f  | f  | X  | X     | 3  | 0  | 4  | 0 | 0  | 0 | 0 | 0 | 0 | 0 | 2  | 9  |
| 07                    | TABRAJ PEREZ LEONIDES                 | 20714374                       | X  | X  | X  | T  |                  |   |   | X  | X  | T                             | X  | T  |    |    | X  | X  | X  | X  | X  |                                                                                          |    | X  | T  | X  | X  | X  |    |    | X  | X  | X  | X     | 0  | 0  | 0  | 0 | 0  | 0 | 0 | 0 | 0 | 4 | 13 |    |
| 08                    | YNCISO VASQUEZ VALERIANA              | 19910283                       | CS | X  | X  | X  |                  |   |   | CS | T  | CS                            | X  | CS |    |    | X  | CS | X  | X  | CS |                                                                                          |    | X  | X  | f  | CS | F  |    |    | f  | f  | X  | V     | 3  | 0  | 7  | 0 | 0  | 0 | 1 | 1 | 0 | 1 | 0  |    |

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

Observaciones:

Marco - Jauja, 04 de agosto de 2025.

M Minutos Acumulados



*[Firma]*  
Eco. Jesús Gutiérrez Cangahuala  
SEJEFATURA DE ADMINISTRACIÓN