Republic of the Philippines

**CAVITE STATE UNIVERSITY**

**CCAT Campus**

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***ON-THE-JOB TRAINING PERFORMANCE EVALUATION REPORT***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nature Of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Date: From: \_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_

Curriculum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Specialization: \_\_\_\_\_\_\_\_\_\_\_\_ Year Level: \_\_\_\_\_\_\_\_

CRITERIA TO BE CONSIDERED RATING WEIGHT WEIGHTED RATING

Quality of Work \_\_\_\_\_\_\_\_ 20% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity of Work \_\_\_\_\_\_\_\_ 20% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attitude towards work \_\_\_\_\_\_\_\_ 20% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance and punctuality \_\_\_\_\_\_\_\_ 15% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initiative and innovativeness \_\_\_\_\_\_\_\_ 15% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human relations \_\_\_\_\_\_\_\_ 10% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL** \_\_\_\_\_\_\_\_ 100% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Endorsed by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Officer-in-Charge**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor/ Line Leader/ Lead Man**

**Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager, Tech Training Center**

**LEGEND:**

**Rating**

**70-74 – Unsatisfactory**

**75-80 – Satisfactory**

**81-85 – Good**

**86-90 – Excellent**

**91-100 – Outstanding**

**Weighted Rating = Rating x Weight**