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|  | **Republic of the Philippines**  **Davao Central College**  **Information Technology Education Program**  **Toril, Davao City** |  |

**APPROVAL SHEET**

This **PORTFOLIO** for Off-Campus On-the-Job Training has been approved and submitted by **MR. <NAME>**, in partial fulfilment for the course of Bachelor of Science in Information Technology has been examined and recommended for acceptance and approval.

Noted by:

**<NAME>**

Immediate Supervisor

**Accepted and approved as partial fulfilment of the requirements for the course of Bachelor of Science in Information Technology with a rating \_\_\_\_\_\_\_\_\_\_\_\_.**

**SER JAMIER L. LLEGO, LPT, MIT**

OJT Coordinator/ Program Head, ITE

June 2018

**OFF-CAMPUS PORTFOLIO**

**IMMEDIATE SUPERVISOR’S GRADING SHEET (50%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accessed Components** | **Evaluated with** | **Weight** | **Grade** | **% Rating** |
| **TECHNICAL KNOWLEDGE AND SKILLS**   * Typing skills * PC operations * Programming skills * Network administration * Computer troubleshooting * Communication skills | OJT Portfolio | **40%** |  |  |
| **TRAINEE'S PERSONALITY**   * Pleasing in general appearance * Possess mental alertness * Demonstrate self-confidence, tolerance for stress and frustrations * Exercise self-control and proper office etiquettes | Actual Performance | **30%** |  |  |
| **OFFICE MANAGEMENT PERFORMANCE**   * Quality of work (Accuracy of Outputs) * Quantity of work and promptness of completion of assigned task * Reliable and trustworthy when given a task * Interest and initiatives * Cooperativeness and discipline * Observe proper office procedure * Judgement ability on situations | Actual Performance | **30%** |  |  |
| **TOTAL** | | **100%** |  |  |

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Immediate Supervisor

**OFF-CAMPUS PORTFOLIO**

**OJT COORDINATOR’S GRADING SHEET (50%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accessed Components** | **Evaluated with** | **Weight** | **Grade** | **% Rating** |
| **PRELIMINARY DOCUMENTS**   * Application letter * Endorsement letter * Waiver * Letter of acceptance * Company Profile * Certificate of Accomplishment * Daily Time Record * Resumes (3 Formats) * MOA (Memorandum of Agreement) | Received Copies of the Documents | **40%** |  |  |
| **IT COMPETENCY PROJECT PROPOSAL**   * Approved proposal * Implemented project | OJT Portfolio | **20%** |  |  |
| **OJT PORTFOLIO**   * Complete * Accurate * Correct format * Neat * Submitted on time | OJT Portfolio | **40%** |  |  |
| **TOTAL** | | **100%** |  |  |

**SER JAMIER L. LLEGO, LPT, MIT**

OJT Coordinator/Program Head, ITE Department

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