



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

OFFICE OF THE OJT COORDINATOR
DEPARTMENT

APPROVAL SHEET

This Journal of ON-THE-JOB TRAINING conducted at
_____” prepared and submitted by
_____in partial fulfillment of the requirement for
_____ major in _____ has been examined for
acceptance and approval.

OJT Coordinator

Date



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

OFFICE OF THE OJT COORDINATOR
_____ **DEPARTMENT**

Final Rating Sheet of On-the-Job Trainee

Name: _____

Course and Year : _____

Major: _____

Semester _____, School year _____

Components	Raw Score	Weighted Rating
A. Rating by the Host Establishment Industry (70%)		
B. OJT Journal (20%)		
C. Attendance In OJT Activities (10%)		
Total		

OJT Coordinator

Date



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

OFFICE OF THE OJT COORDINATOR
_____ DEPARTMENT

Monthly OJT Status Report (Encoded only)	
Name of OJT:	Course, Year & Major:
Name of Cooperating Industry:	(Inclusive Date) From:
Department:	To:
Summary of Monthly Activities:	Learning/ insights:
Remarks: NOTED: OJT Supervisor: _____ Signature Over Printed Name	Remarks: NOTED: OJT CHAIRMAN: _____ Signature Over Printed Name



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY

Sogod, Southern Leyte
Website: www.slsuonline.edu.ph
Email: slsumaincampus@gmail.com/
op@slsuonline.edu.ph
Telefax: (053) 382-3294

Name of College

BORROWER REQUEST FORM

Name of Borrower: _____

Date of Application: _____

Request for:

Quantity

_____ Computer

_____ Projector

_____ Printer

_____ Tablet

_____ Others

Please Specify:

Purpose:

Date of Use: _____

Time of Use: _____

Endorsed by:

Approved by:

Area Chair/ Department Head

College Dean

-
Date Returned: _____

Time Returned: _____

Remarks: _____

Received by:

Clerk / Laboratory Technician



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
 Main Campus, Sogod, Southern Leyte

College of _____

CLASS OBSERVATION FORM
(Laboratory Classes)

_____ Department

Faculty: _____
 Course: _____

Date: _____ Time: _____
 Building & Room Number: _____

CRITERIA & AREAS OF CONCERN	RATING					REMARKS
	5	4	3	2	1	
1. Content/Syllabi <div style="text-align: right;">Total _____ Mean _____</div>						
2. Teacher a. Laboratory planning & organizing b. ability to conduct laboratory class logically & systematically c. Resourcefulness d. Methods & techniques e. Personality/grooming f. Initiative & common sense (awareness of current issues) g. Ability to motivate students for critical thinking & independent study during laboratory work h. Communication skills i. Ability to evaluate laboratory work (e.g. practical exam, lab exercises, etc.) <div style="text-align: right;">Total _____ Mean _____</div>						
3. Students a. Students-teacher interaction b. Preparedness for laboratory work c. Communication skills d. Interest e. Awareness of current issues/new concepts <div style="text-align: right;">Total _____ Mean _____</div>						
4. Learning Environment a. Availability & accessibility of equipment, supplies & materials b. Arrangement of equipment/furniture in the laboratory (following the standard of TESDA, AACCUP & others) c. Safety conditions d. Lighting & ventilation e. Water supply f. Housekeeping (orderliness & cleanliness) <div style="text-align: right;">Total _____ Mean _____</div>						
5. Availability of required documents & evidence of assessment thru the ff: a. Class record b. Quiz log book c. Lecture log book d. Seat plan <div style="text-align: right;">Total _____ Mean _____</div>						

Overall Rating: _____

Descriptive rating: _____

Legend:	5	-	Outstanding
	4	-	Very good
	3	-	Good
	2	-	Fair
	1	-	Poor

Department Head/Area Chairperson



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
 Sogod, Southern Leyte

College of _____

CLASS OBSERVATION FORM
 (Lecture Classes)
 _____ DEPARTMENT

Faculty: _____

Date: _____ Time: _____

Course: _____

Building & Room Number: _____

CRITERIA & AREAS OF CONCERN	RATING					REMARKS
	5	4	3	2	1	
1. Content/Syllabi Total _____ Mean _____						
2. Teacher a. Mastery of the subject matter b. Organization of lesson c. Methods & techniques d. Personality/grooming e. Awareness of current issues f. Promotion of desirable values & habits g. Communication skills h. Use of instructional materials i. Art of questioning Total _____ Mean _____						
3. Students a. Student-teacher interaction b. Preparedness in the lesson c. Communication skills d. Awareness of current issues d. Students were generally happy & motivated to learn Total _____ Mean _____						
4. Classroom Management a. Use of classroom approaches b. Applies classroom discipline c. Provides classroom routine & time management d. Utilizes groupings in activities e. Housekeeping (orderliness & cleanliness) Total _____ Mean _____						
5. Availability of required documents & evidence of assessment thru the ff: a. Class record b. Quiz log book c. Lecture log book d. Seat plan Total _____ Mean _____						

Overall Rating: _____

Descriptive rating: _____

Legend:

5	-	Outstanding
4	-	Very good
3	-	Good
2	-	Fair
1	-	Poor

 Department Head/Area Chairperson



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

College of _____

RUBRIC IN RATING ORAL EXAMINATION

_____ **Department**

_____ **(Subject)**

_____ **Semester, AY** _____

Criteria 100 Total Points	Performance Levels			Score
	3	2	1	
Relevance 30 points	Very relevant to the topic - 30 points	Moderately relevant to the topic - 25 points	Least relevant to the topic - 20	
Continuity of thought 30 points	Very continuous in delivering the message - 30 points	Moderately continuous in delivering the message - 25 points	Least continuous in delivering the message - 20 points	
Correct usage 20 points	Committed 1 to 5 errors - 20 points	Committed 6 to 10 errors - 15 points	Committed 11 to more than 20 errors - 10 points	
	Clearly communicates the idea - 20 points	Communicates the idea but few details hinder clear understanding - 15 points	Many details hinder the understanding of the message - 10 points	

Raw Score Equivalent:

100 -	1.0	72 - 70 -	2.0
99-97 -	1.1	69 - 68 -	2.1
96 - 94 -	1.2	67 - 66 -	2.2
93 - 91 -	1.3	65 - 64 -	2.3
90 - 88 -	1.4	63 - 62 -	2.4
87 - 85 -	1.5	61 - 60 -	2.5
84 - 82 -	1.6	59 - 58 -	2.6
81 - 79 -	1.7	57 - 56 -	2.7
78 - 76 -	1.8	55 - 54 -	2.8
75 - 73 -	1.9	53 - 52 -	2.9
		51 - 50 -	3.0
		Below -	Repeat Performance

Prepared by:

Noted:

Name & Signature of Faculty

Department Head



**Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte**

College of _____

Rubric in Rating Oral Examination-B
_____ **Department**

(Subject)
_____ **Semester, AY** _____

Name of Students	Relevance 30 points	Performance Levels			Score 100 points
		Continuity of thought 30 points	Correct usage 20 points	Clarity of the idea 20 points	

Prepared by:

Noted:

Name & Signature of Faculty

Department Head



**Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte**

College of _____

RUBRIC IN PROJECTS/OUTPUTS

_____ Department

(Subject)

_____ Semester, AY _____

Projects/Outputs Level	Points	Indicators
Exemplary	6	Work/project is exceptional and impressive. A distinctive sophisticated application of knowledge and skills are evident.
Strong	5	Work/project exceeds the standard; thorough and effective application of knowledge and skills are evident
Proficient	4	Work/project meets the standard; acceptable and it displays the application of essential knowledge and skills
Developing	3	Work/project does not yet meet the standard; show basic but inconsistent application of knowledge and skills; work needs further development
Emerging	2	Work/project shows partial application of knowledge and skills; lacks depth or incomplete and needs considerable development errors and omissions are present
Learning	1	No work presented

*DepEd, 2007

Rating Scale:

6	1.0 – 1.5	
5	1.6 – 2.0	
4	2.1 – 2.5	
3	2.6 – 3.0	
2	3.1 – 3.5	Conditional
1	3.6 & above	Failed

Prepared by:

Noted:

Name & Signature of Faculty

Department Head



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

College of _____

Criteria in Rating Projects/Outputs-B
_____ **Department**

(Subject)
_____ **Semester, AY** _____

Name of Students	Exemplary	Strong	Proficient	Developing	Emerging	Learning

Prepared by:

Noted:

Name & Signature of the Faculty

Department Head



Republic of the Philippines
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College of _____

RUBRIC IN ASSESSING ACTIVITY PARTICIPATION

_____ **Department**

_____ **(Subject)**

_____ **Semester, AY** _____

Dimension	5 Points	4 Points	3 Points	2 Points	1 Point
Quality of inputs	Knowledge Shared is Accurate and broad	Knowledge shared is Somewhat Accurate but limited	Knowledge Shared is Accurate and limited	Knowledge Shared is Inaccurate but limited	Attempted to Share knowledge
Attitude Manifested	Participants voluntarily, actively, enthusiastically in activities with consideration for feelings/opinions of others	Participants voluntarily, actively, enthusiastically in activities with little consideration for feelings/opinions of others	Participants somewhat actively, enthusiastically with little consideration for feelings/opinions of others	Participants hesitantly with no enthusiasm and with little consideration for feelings/opinions of others	Participants when compelled to do so
Task Performance	Perform tasks (as leader, member) without errors	Perform tasks (as leader, member) minor errors	Perform tasks (as leader, member) some errors	Perform tasks (as leader, member) many errors	Attempted to perform task

*DepEd, 2007

Rating Scale:

5	1.0 – 1.6	
4	1.7 – 2.3	
3	2.4 – 2.9	
2	3.0 – 3.6	Conditional
1	3.7 & above	Failed

Prepared by:

Noted:

Name & Signature of Faculty

Department Head



*College of*_____

Rubric in Assessing Activity Participation-B
_____ Department

(Subject)
_____ Semester, AY _____

Name of Students	Quality of Inputs	Attitude Manifested	Task Performance	Total Points

Noted:

Department Head



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College of _____

RUBRIC IN REPORTING

_____ **Department**

(Subject)

_____ **Semester, AY** _____

Performance Level					
Criteria	4 You made it!	3 Impressive!	2 Just Okay!	1 Try Again!	Score
Mastery of the topic 35 Points	All ideas are related to the topic and does not glance to the book/notes (35 points)	Most ideas are related, sometimes glance to the book/notes (33 points)	Some ideas are related, often times glance to the book/notes (31 points)	Ideas are read, from the book/notes (29 points)	
Coherence 30 points	Ideas are well-organized- 30 points	Most of the ideas are well-organized- 27 points	Some ideas are well-organized- 25 points	Ideas are illogically arranged - 23 points	
Instructional materials 20 Points	Varied (<i>e</i> and audio-visual) instructional materials with creativity, neatness, clarity- 20 points	Enough (<i>e</i> and audio-visual) instructional materials with creativity, neatness, & clarity - 18 points	Instructional materials (<i>visual</i>) with little creativity, neatness, & clarity- 16 points	Instructional materials evident but few and not creative, neat & clear 14 points	
Correct Usage 15 Points	Committed 1 to 5 errors- 15 points	Committed 6 to 10 errors- 13 points	Committed 11 to 20 errors- 11 points	Committed more than 20 errors- 9 points	

Raw Score Equivalent:

100 -	1.0	72 - 70 -	2.0
99-97 -	1.1	69 - 68 -	2.1
96 - 94 -	1.2	67 - 66 -	2.2
93 - 91 -	1.3	65 - 64 -	2.3
90 - 88 -	1.4	63 - 62 -	2.4
87 - 85 -	1.5	61 - 60 -	2.5
84 - 82 -	1.6	59 - 58 -	2.6
81 - 79 -	1.7	57 - 56 -	2.7
78 - 76 -	1.8	55 - 54 -	2.8
75 - 73 -	1.9	53 - 52 -	2.9
		51 - 50 -	3.0
		Below -	Repeat Performance

Prepared by:

Noted:

Name & Signature of Faculty

Department Head



Republic of the Philippines
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Main Campus, Sogod, Southern Leyte

College of _____

Rubric in Reporting Activity-B
_____ **Department**

(Subject)
_____ **Semester, AY** _____

Name of Students	Mastery of the topic 35 Points	Coherence 30 points	Instructional materials 20 Points	Correct Usage 15 Points	Total Points

Prepared by:

Noted:

Name & Signature of Faculty

Department Head



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College of _____

JOB SHEET

_____ **Department**

(Subject)

_____ **Semester, AY** _____

Project No. _____

Name: _____

Course/Year/Section: _____

Name of Project: _____

Block and/or Unit: _____

Time Begun: _____ **Time Finish:** _____ **Hours Spent:** _____

I. PURPOSING

In terms of:

1. **Utility:** _____

2. **Operation:** _____

3. **Related Information:** _____

II. PLANNING

A. **Working Drawing:** Draw the pictorial and the orthographic projection of the project to make using CET Form 23.

B. **Bill of materials:**

Quantity	Unit	List & Description of the material to be used	Unit Price	Total Cost
Total Cost of materials				
Cost of Project				

C. **Tools and equipment:**

III. PROCEDURE

IV. JUDGING/EVALUATION

Criteria	Weight	Student's Rating	Teacher's Rating
1. Quality of Work	20%		
2. Speed & Accuracy	20%		
3. Use & care of tools	20%		
4. Knowledge & Related information	20%		
5. Attitude/Punctuality/Commitment	20%		
FINAL RATING	100%		



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College of _____

PROJECT DRAWING/ORTHOGRAPHIC PROJECTION SHEET

_____ **Department**

(Subject)

_____ **Semester, AY** _____

Project No. _____



Republic of the Philippines
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College of _____

RETURNED OUTPUTS OF THE STUDENTS

_____ Department

Term: _____

_____ Semester, AY _____

Name of Students	Date/Signature of Students				
	1	2	3	4	5

Prepared by:

Noted:

Name & Signature of Faculty

Name & Signature of Department Head



Republic of the Philippines
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 Main Campus, Sogod, Southern Leyte

TEACHER'S CLEARANCE

_____ Department
 _____ Semester, AY _____

Date: _____

THE UNIVERSITY PRESIDENT
 Southern Leyte State University
 Sogod, Southern Leyte

Madame:

May I have the honor to request the approval of this Clearance. I have satisfactorily accounted for all the responsibilities listed hereunder.

Very truly yours,

 Name & Signature of Instructor/Professor

Requirements	Clearing Official	Signature & Date
A. RECORDS & REPORTS		
1. Advisory Portfolio (Class/Year Level Advisers)	Dept. Head	
2. Grading Sheets for the year/or semester (Inst/Prof)	Dept. Head/Registrar	
3. Course Syllabi for all subjects handled (Inst/Prof)	Dept. Head	
4. Student Portfolio (best 2 experiments, quiz notebook, term paper, drawing plates, etc.; Inst/Prof)	Dept. Head	
5. Returned Outputs (UGS Form 30 duly filled up)	Dept. Head	
6. Special Report/s (Trng/Seminar/etc. attended)	Dept. Head	
7. Monthly Plan & Accomplishment Reports (Inst/Prof; compiled)	Dept. Head	
8. Test questions w/ TOS (all subjects; compiled)	Dept. Head	
9. Seat plan (all classes; compiled)	Dept. Head	
10. Class Record	Dept. Head	
11. Topic Log (all subjects)	Dept. Head	
12. Quiz/Test Log	Dept. Head	
13. Faculty Profile (photocopies of certificates; Form 14)	Dept. Head	
14. Narrative Annual Report (for regular faculty only)	Dept. Head	
15. IGP Report (Inst/Prof)	IGP Director	
16. CS Form 6 (Application for Leave)	HRMO	
17. Research & Extension Activities (Form 31& 32)	Dept. Head	
B. LIBRARY ACCOUNTABILITY	College Librarian	
C. CASH ACCOUNTABILITY	Disbursing Officer	
D. PROPERTY ACCOUNTABILITY/SHOP ROOM CLASSROOM CHECK-UP & ACCOUNTABILITY	Supply Officer	
E. FUND CAMPAIGNS/RAFFLES/TICKETS	Dept. Treasurer	

REMARKS: _____

NOTED:

 Dean, College of _____

APPROVED:

By:

 University President

 VP for Academic Affairs



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

College of _____

FACULTY CLASS DAILY MONITORING

Date: _____ Day: _____

Names	Room	TIME								
		Morning Session				Afternoon Session				
		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
		7:00-8:30	8:30-10:00	10:00-11:30	11:30-1:00	1:00-2:30	2:30-4:00	4:00-5:30	5:30-7:00	7:00-8:30
REGULAR										
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
PART-TIME										
1.										
2.										
3.										
4.										
5.										
6.										

PROGRAM CHAIR