Name of Student Intern: \_Medel C. Bunalade

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HTE: \_\_\_SALESRAIN INC.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of HTE: 11th Floor, One Corporate Center; Ortigas, Pasig City\_\_\_\_\_\_\_\_\_

Designated Supervisor: Sr. IT – Herald Lerios\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period Covered by Evaluation: From: To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Hours Rendered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be completed by the on-site supervisor during the student’s last week with the Partner Agency. The results should be returned to the Practicum/OJT Adviser in a sealed envelope with the signature on the flap. The final evaluation will be used to determine the overall performance and development of the Intern/Student Trainee from the start of their on-the-job training with the agency.

Rating Scale:

|  |  |  |
| --- | --- | --- |
| 96 – 100 Excellent |  | 81 – 85 Fair |
| 91 – 95 Very Good |  | 75 – 80 Poor |
| 86 – 90 Good |  |  |

|  |  |
| --- | --- |
| **PERFORMANCE CATEGORY/CRITERIA** | **POINTS EARNED** |
| 1. **Professional Behavior** | |
| 1. Professional appearance (e.g. neatness, appropriate dress) | 100 |
| 1. Seeks responsibility | 100 |
| 1. Demonstrates initiative | 98 |
| 1. Dependability (e.g. punctual, carries work through to completion) | 98 |
| 1. Accepts direction and constructive criticism | 97 |
| 1. Ability to work independently | 98 |
| 1. Motivation (e.g. enthusiasm, attitude towards duties) | 100 |
| 1. Resourcefulness (e.g. use of resources, varied approaches/ideas) | 100 |
| 1. **Professional Relations** | |
| 1. Rapport with staff (e.g. co-workers, virtual classmates) | 100 |
| 1. Interaction with the public (e.g. clients, participants) | 99 |
| 1. Understands the needs of clients | 99 |
| 1. Ability to plan for client's needs | 100 |
| 1. Adaptability (e.g. adjust plans/actions according to the situation) | 100 |
| 1. **Professional Performance** | |
| 1. Planning and organizing work schedule (e.g. time management) | 98 |
| 1. Judgment (e.g. common-sense, problem-solving skills) | 98 |
| 1. Task accomplishment | 100 |
| 1. Oral communication | 100 |
| 1. Written communication | 98 |
| 1. Evaluation, self-improvement | 99 |
| 1. Leadership ability | 99 |
| 1. Quantity of work | 100 |
| 1. Quality of work | 100 |
| 1. **Professional Knowledge** | |
| 1. Understanding of agency's goals and operations | 99 |
| 1. Knowledge of field or industry | 100 |
| **OVERALL RATING OF INTERN/STUDENT TRAINEE’S PERFORMANCE** | 98% |
| Suggestions to improve the student trainee’s performance: \_\_\_\_\_\_\_\_\_  Be More Productive and Pro-active in doing tasks. Thank You for All Your Help and We are Really Grateful that we have seen your Progress in Technical Skills | |



Rated by: Noted:

\_\_\_\_\_\_\_\_\_\_Herald Lerios\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Over Printed Name of Supervisor Signature Over Printed Name of Head/Manager of the HTE*

Date: \_\_\_\_May 15, 2025\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_