



Republic of the Philippines  
**SORSOGON STATE UNIVERSITY**  
Industrial Linkage Development Office  
Bulan Campus  
Bulan, Sorsogon

**MONITORING EVALUATION SHEET**

\_\_\_\_\_  
Name of Trainee

\_\_\_\_\_  
Agency/Company Name

\_\_\_\_\_  
Department Assigned/ Area of Assignment

\_\_\_\_\_  
Agency/Company Address

The monitoring checklist shall be used for rating the performance of student taking on-the-job training. Please check (/) on the appropriate column the rating that best describes the performance of the trainee. The adjectival ratings are:

5 = Excellent/Outstanding                      3 = Satisfactory                      1 = Poor  
4 = Very Satisfactory                      2 = Unsatisfactory

| CRITERIA                          | 5 | 4 | 3 | 2 | 1 |
|-----------------------------------|---|---|---|---|---|
| 1. Attendance and Punctuality     |   |   |   |   |   |
| 2. Work Habit and Attitude        |   |   |   |   |   |
| 3. Quality of Work                |   |   |   |   |   |
| 4. Judgment                       |   |   |   |   |   |
| 5. Cooperation                    |   |   |   |   |   |
| 6. Honesty and Dependability      |   |   |   |   |   |
| 7. Comprehension                  |   |   |   |   |   |
| 8. Safety                         |   |   |   |   |   |
| 9. Relationship with Superiors    |   |   |   |   |   |
| 10. Relationship with co-trainees |   |   |   |   |   |
| 11. Emotional Stability           |   |   |   |   |   |
| 12. Leadership                    |   |   |   |   |   |

Total \_\_\_\_\_  
Equiv. \_\_\_\_\_

Comments/Feedback about the Trainee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rated by: \_\_\_\_\_  
Supervisor/Manager  
Date: \_\_\_\_\_

Equiv. Rating:

| Sum/Total | Equivalent | Sum/Total | Equivalent |
|-----------|------------|-----------|------------|
| 60        | 1          | 30-35     | 2.5        |
| 54-59     | 1.25       | 24-29     | 2.75       |
| 48-50     | 1.5        | 12-17     | 3.0        |
| 42-47     | 1.75       | 6-11      | 4.0        |
| 36-41     | 2          | 0-5       | 5.0        |