



2025 Practical Training Program for DOST-SEI Scholars
TRAINING PROGRAM FORM

- A. Name of Scholar-Trainee : _____
- B. Training Institution : _____
Address : _____
Telephone No. : _____
E-mail Address : _____
Name of Head of Office : _____
Designation : _____

- C. Training Plan :

ACTIVITY	DURATION	PERSON-IN-CHARGE/ SUPERVISOR

D. Resources available for scholar-trainee’s use

	EQUIPMENT		SOFTWARE	OTHERS
	Type	No. of Units		

E. (OPTIONAL) Remuneration/Incentive/Token your office is willing to give the scholar-trainee. (Please check the appropriate box)

Amount

☐ Salary

☐ Transportation Allowance

☐ Daily Allowance

☐ Others, Please specify

Prepared By:

Training Supervisor

Signature

Designation

Date



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TRAINEE'S EVALUATION OF THE TRAINING

B. Facilities (Laboratories/Machineries)

III. PROBLEMS ENCOUNTERED (Check all that apply.)

- ☐ Relationship with supervisor

☐ Relationship with co-workers

☐ Inadequate training for job

☐ Insufficient amount of work assignment

☐ Assignment of more non-technical Work
- ☐ Lack of resources (references, chemicals etc.)

☐ Too much work assignment

☐ Insufficient time to complete work

☐ Others (specify) _____

☐ None

IV. ATTITUDE AND PERFORMANCE

Below are statements to guide you in evaluating your performance and attitude towards the training. Write the number that corresponds to your opinion on the box after each statement using the following ratings:

AGREE	1	2	3	4	5	DISAGREE
1. I was given the opportunity to utilize the theories and ideas I have learned in school.						[]
2. I gained experience and knowledge which would be very helpful in my future job.						[]
3. The work assigned to me challenged my intellectual faculties.						[]
4. I learned how to work in harmony with supervisors and co-workers.						[]
5. I gained more insights into national problems which I was previously aware of before the training.						[]
6. The training helped me realize my goal(s) and the importance of my career.						[]
7. It enriched my practical experience in actual research along my field of specialization.						[]
8. The time allotted for the training was sufficient to grasp the ideas about my role as a student at the same time as a future professional worker.						[]
9. The training period, specifically, the school break prior to my last year in college, is timely.						[]
10. I should have been trained somewhere else where my undergraduate training could be more utilized.						[]

V. RECOMMENDATIONS

Submitted By:

Scholar-Trainee’s Signature

Date



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EVALUATION OF TRAINEE’S PERFORMANCE AND ATTITUDE

TO THE EVALUATOR

Kindly fill out the necessary information concerning the performance and attitude of the scholar-trainee who undertook practical training in your company/institution.

Thank you for accommodating our scholar-trainee and for the assistance you have extended to him/her.

Name of Scholar-Trainee : _____
Company/Institution : _____
Address of Company/Institution : _____
Training Period : _____ No. of Accomplished Training Hours : _____

A. Trainee’s Performance

Please describe the activities undertaken by the scholar-trainee and his/her attitude by giving the corresponding rating for each using the following:

- 1 – Outstanding
- 2 – Very Satisfactory
- 3 – Satisfactory
- 4 – Fair
- 5 – Poor
- 6 – Others (please specify)

ASSIGNED TASK	NO. OF HOURS DEVOTED TO COMPLETE THE TASK	PERFORMANCE RATING

B. Attitude Towards Training

Please rate the scholar-trainee’s attitude towards the training using the same rating scale above.

ATTITUDE	RATING	REMARKS
1. Public Relations		
Ability to get along with		
a. Supervisor		
b. Co-workers/co-trainees		
2. Punctuality/Attendance		
3. Knowledge of Trainee gained from school		
4. Initiative		
5. Intellectual Capacity		
6. Dependability		

C. Recommendations

Rated By:

Signature of Evaluator

Printed Name and Designation

Date

Conforme:

Scholar-Trainee's Signature

Date