Republic of the Philippines

**EASTERN VISAYAS STATE UNIVERSITY**

Tanauan Campus

Tanauan, Leyte

**On-the-Job Training Evaluation Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Period: **January 31, 2024 to May 17, 2024**

Course: **BSIT**

Establishment/ Agency**: Eastern Visayas State University- Tanauan Campus**

To the Rater:

This evaluation form is intended to rate the trainee’s performance/ behavior during the training. Please rate the trainee by checking the appropriate qualities/ description that corresponds to their performance and action. By doing this, we both can develop them to become competent workers someday.

We will appreciate if you could send us this evaluation form in a sealed envelope thru our coordinator within two (2) days after the trainee’s duty.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Behavior | Excellent | Very Satisfactory | Satisfactory | Average | Needs Improvement |
| 1. Performs accurately and detects errors |  |  |  |  |  |
| 1. Performs duties as expected |  |  |  |  |  |
| 1. Knows the job well |  |  |  |  |  |
| 1. Aware of the functions/ responsibilities |  |  |  |  |  |
| 1. Can be depended upon instructions and finish assigned task on time |  |  |  |  |  |
| 1. Works hard and concentrates on the work on hand |  |  |  |  |  |
| 1. Assumes responsibilities |  |  |  |  |  |
| 1. Manifests sufficient willingness and capacity to work harmoniously with supervisors and co- workers |  |  |  |  |  |
| 1. Maintain good and effective public relations with people within and outside the unit |  |  |  |  |  |
| 1. Shows courtesy and respect for authority |  |  |  |  |  |
| 1. Regular and punctual in his/ her attendance |  |  |  |  |  |
| 1. Observes break periods properly |  |  |  |  |  |

Comments, general impression and observations regarding the capability, behavior and personality of the trainee,

Cooperating Agency:

Average Rating:

Evaluated by: **MICHAEL B. BATAN, MSIT**

Signature over Printed Name BSIT- OJT, Coordinator/ Instructor

Cooperating Agency Rating:( x .60) =\_\_­­­\_)

Instructor’s Rating: ( x .40) =\_\_\_)

Office Designation

Final Rating: **= \_\_\_)**

Legend:

Excellent: 91- 95

Very Satisfactory: 86- 90

Satisfactory: 81- 85

Average: 75- 80

Needs improvement: 60- 74

Date