



**ON THE JOB TRAINING (OJT) EVALUATION**  
**Trainee's/School's Performance Evaluation**

Name of the Student (Trainee) : Katrina Ricci C. Batin Course/Major of the Student: BS Computer Engineering  
Trainee's School: Polytechnic University of the Philippines – Sta. Mesa, Manila  
Name of the Company/School the Trainee is Assigned: LexMeet Inc.  
Company/School Address: Unit 608 6th Floor AIC Burgundy Empire Tower, ADB Ave, Ortigas Center, Pasig, 1605 Metro Manila  
Name of the Evaluator: Atty. Marlon Valderama Evaluator's Signature: \_\_\_\_\_  
Position: Founder/CEO School Term: Summer 2024 Date: October 5, 2024

Please rate the trainee/School based on the following criteria. Put a check mark on the scale 5 being the highest and 1 as the lowest rating: **5 (Outstanding), 4 (Very Satisfactory), 3 (Satisfactory), 2 (Fair), 1 (Poor)**

	5	4	3	2	1
1 The trainee's performance manifests enough theoretical knowledge gain on pre-requisite subjects	✓				
2 The Trainee's performance manifests practical/hands-on experience as catalyst to the efficiency in OJT	✓				
3 The trainee shows high degree of humility and respect to all stakeholders in the company	✓				
4 The trainee is hone enough to basic industry procedures and decorum	✓				
5 The trainee regularly and promptly attends to the schedules set by the company	✓				
6 The trainee easily adapt to the company's culture and shows adherence to policies and practices	✓				
7 The trainee easily and accurately grasps the technicalities of trainings and consequently delivers	✓				
8 The trainee exercise efficient monitoring of trainee and collaboration with the company counterpart	✓				
9 The trainee manifests good background in teamwork	✓				
10 The trainee exercise resourcefulness and creativity in handling workloads in the training	✓				
11 The school curriculum contains subjects that are pre requisites to the company's line of work	✓				
12 The subjects are accurately positions to prepare the trainee for OJT	✓				
13 The school assigns coordinators advisers who are easy and prompt to collaborate with in relations to the OJT matters	✓				
14 The school has effective system of deploying the students for OJT	✓				
15 The school has no pending complaint or derogatory record or image relative to sending students for OJT	✓				
16 The school promptly provides documents that are necessary in processing the application of trainees for OJT	✓				
17 The school provides the company with well-defined evaluation system to which trainee's performance shall be rated	✓				
18 The school exercise efficient monitoring of trainee and collaboration with the company counterpart	✓				
19 The school implements enough duration of OJT	✓				
20 The school's internship program invites lasting collaboration and linkage with the company	✓				

Comments: \_\_\_\_\_

