



CITI GLOBAL COLLEGE

VCB Building, 107 Limcaoco St., Brgy. Poblacion Uno, Cabuyao City, Laguna



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Experience the Global Edge

EVALUATION SHEET FOR PRACTICUM/ON-THE-JOB TRAINEES

Part I.

Student's Name: _____

Course: _____

Name of the Company: _____

Address: _____

No. of Hours of Training Required: _____

Part II. (To be filled up by a Representative where the student is deployed)

A. Job Factors	Maximum Rating to be Given	Rating
1. Knowledge of the work (able to grasp as instructed)	10	
2. Quality of work (can cope with the demand of additional unexpected work load in a limited time)	10	
3. Quality of work (performs an assigned job efficiently as possible)	10	
4. Attendance (follows assigned work schedule)	10	
5. Punctuality (reports to work assigned schedule)	10	
B. Personality Traits		
1. Physical appearance (personally well groomed and always wear appropriate)	5	
2. Attitude towards work (always shows enthusiasm and interest)	5	
3. Courtesy (shows respect for authority at all times)	5	
4. Conduct (observes rules and regulations of establishment)	5	
5. Perseverance and industriousness (shows initiative and interest in work over and above what is assigned)	5	
6. Drive and leadership (inquisitive and aggressive)	5	
7. Mental maturity (effective and calm under pressure)	5	
8. Sociability (can work harmoniously with other employees)	5	
9. Reliability (trusted to be left alone or operate office equipment)	5	
10. Possession of traits is necessary for employment in this kind of work	5	
Total Rating	100	

Trainee's Supervisor

Signature over Printed Name

Department Assigned: _____

Field of Training Given: _____

Inclusive Date of Training From: _____ To _____

Total Number of Hours Rendered by the Trainee: _____

Certified True and Correct:

HR Personnel / Authorized Representative

Signature Over Printed Name

Please return this to Trainees with Certificate of Completion of the total number of hours rendered.

MISSION

The mission of Citi Global College is to train young men and women to become productive and humane citizens, fully equipped with gainful skills and imbued with the right values and virtues through the integration of liberal education with professional competence.

PHILOSOPHY

Competence
God
Character

VISION

The Citi Global College envisions itself as a leading premiere, private non-sectarian institution of learning and scholarship in the development of individuals and professionals world-class in business, information technology, tourism, and management. It aspires to contribute to a "global" community (inseparably global and local) that will uphold the Filipino Ideal and propel the nation to its growth and greatness.