



National College of Science and Technology

Amafel Building, Aguinaldo Highway, Dasmarinas City 4114

Engineering Department

PERFORMANCE EVALUATION FORM

SEMESTER/SCHOOL YEAR:	2nd semester
NAME OF STUDENT (LN, GN, MI):	PALAGANAS, ADRIAN T.
COURSE & YEAR:	Bachelor of science in Computer engineering
COMPANY NAME:	Melham Construction Corporation
COMPANY ADDRESS:	No. 27 Commonwealth Ave. Fairview, Quezon City
ASSIGNED DEPARTMENT/SECTION:	MCC IT Department
DATE STARTED:	April 19, 2022
DATE FINISHED:	June 13, 2022
TRAINING DURATION:	360hrs
COMPLETED TRAINING HOURS:	360 hours

To evaluator: this form has been developed to determine the performance of the student trainee as a basis for identifying his/her strength/s and weakness(es). Please rate the student trainee in each of the traits indicated below by checking the box that corresponds to your evaluation of his/her performance in the department/ section he/she was assigned.

	TRAITS	Very poor	Poor	Fair	Good	Very good
1	Quality of work Is the trainee accurate and thorough? Is his/her work presentable and acceptable? Can he/she detect errors?					✓
2	JOB KNOWLEDGE Has trainee demonstrated awareness of functions, responsibilities and requirements involved in the job?					✓
3	QUANTITY OF WORK Is the trainee productive? Does the trainee perform job effectively?					✓
4	DEPENDABILITY Is the trainee dependable? Can he/she easily follow instructions accordingly to finish the assigned task(s) on time?				✓	
5	DILIGENCE Does the trainee show hard work and concentration to the assigned task(s)?					✓
6	JUDGEMENT Can he/she easily grasp the situation(s) and draw correct conclusion(s)?				✓	
7	INITIATIVE					



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	Does the trainee assume responsibilities willingly and voluntarily?					
8	COOPERATION Does the trainee demonstrate sufficient willingness and capability to work harmoniously with superiors and colleagues?					✓
9	INTERPERSONAL SKILLS Does the trainee maintain a good and effective interpersonal relation? Does the trainee show courtesy and respect?					✓
10	PUNCTUALITY & ATTENDANCE Is the trainee regular and punctual in his/her attendance?				✓	

In the space provide below please write your suggestion(s), comment and observation(s).

He is hard working and not difficult to team with, when he is doing something he always gives updates to his co-members & leaders.

Evaluated by:


Kimberly Ann S. Flores

Signature over printed name

Team Leader

Position/Designation

June 10, 2022

Date

Verified & noted by:


MS. ROMELA MAY L. SALLATIC

c Signature over printed name

MCC Core Team Head

Position/Designation

June 10, 2022

Date

*****company stamp/dry seal*****