

Notre Dame of Midsayap College
College of Information Technology and Engineering
Midsayap, Cotabato

ON-THE JOB TRAINING(OJT)
PERFORMANCE EVALUATION REPORT

Name of Student/Trainee _____
Company/Agency _____
Division/Section _____

Sir/Madam:

On the basis of the following criteria (U – Unsatisfactory is lowest while E – Excellent is Highest), please rate our practicum student(s) assigned in your office by checking the appropriate column in the table corresponding to each item enumerated.

E – Excellent
VS – Very Satisfactory
S – Satisfactory

FS – Fairly Satisfactory
U – Unsatisfactory

	U	FS	S	VS	E
1. Job Knowledge					
2. Efficiency and Effectiveness					
3. Team Work and Cooperation					
4. Work Ethics					
5. Personality					
6. Attendance and Punctuality					

Thank you very much for accommodating and training our students in your office. Actual job exposure will give them a firsthand experience which they cannot obtain in the classroom.

Comments/Remarks:

Rated by: _____
Signature over Printed Name

Position: _____

Date: _____