



May 27, 2025

Subject: Request for Printed Copy of OJT Evaluation

Dear Sir/Madam,

Good day!

On behalf of the Bachelor of Science in Information Systems (BSIS) Department of Sultan Kudarat State University, we would like to express our sincere gratitude for the opportunity to deploy our On-the-Job Trainee/s in your esteemed office. We truly appreciate your continued support and look forward to more collaborative partnerships in the future.

We are also thankful for your cooperation in evaluating the performance of our OJT students through our OJT Information System. Your evaluations have been successfully recorded, and the corresponding grades have already been forwarded to the Registrar's Office.

However, as part of our students' requirements for their Narrative Report, they are required to submit a printed copy of their evaluation ratings, which can only be accessed by the system user — your good office. If you have already printed a copy, may we kindly request it on or before May 30, 2025?

If not, we sincerely apologize for the inconvenience, but due to current technical issues with our system, we are unable to access the evaluations. In this regard, we kindly ask for your assistance in re-rating the student using the attached OJT-ARTA Form 10, based on your previous evaluation.

We would greatly appreciate your cooperation and understanding, and we thank you once again for your continued support.

Warm regards,

A handwritten signature in black ink, appearing to read "Roma Amor Castromayor-PraDES".

ROMA AMOR CASTROMAYOR-PRADES, MIS
OJT Adviser



EVALUATION REPORT

(To be accomplished by the OJT Supervisor)

Student's Name: _____
 Cooperating Agency: _____

Direction: Read the following descriptions and rate the students using the following rating scale. All answers will be treated confidentiality. Just check the boxes of the choices made.

1 – Poor 2 – Fair 3 – Good 4 – Very good 5 – Excellent

A	PERSONALITY	1	2	3	4	5
1	General appearance/Personal Grooming					
2	Leadership/Regularity in attendance					
3	Cooperativeness					
4	Enthusiasm					
5	Honesty					
6	Trustworthiness					
7	Industriousness					
8	Punctuality					
9	Social awareness					
10	Perseverance					
11	Proper and effective use of equipment					
	Average Rating					
B	PERSONAL ABILITIES					
1	Attitudes towards assigned works					
2	Problem solving capability					
3	Planning and action					
4	Takes and uses suggestions					
5	Speed, accuracy and precision					
6	Diagnose problems and give remedial measures					
7	Carrying work to completion					
8	Keeping accurate records					
9	Adapt to different situations					
10	Initiative and resourcefulness					
	Average Rating					
C	ACQUISITION OF TECHNICAL KNOWLEDGE AND PROFICIENCY					
1	New management practices learned					
2	New operations/job performed					
3	New managerial responsibilities development					
4	New skills mastered					
5	Habits performed and attitudes developed					

	6	Technical adequacy and experience					
	7	Ability to work well with superiors and fellow workers					
		Average Rating					
D	WORK HABIT ASSESSMENT						
	1	Carries out orders/instructions from superior correctly					
	2	Demonstrates effective oral and written communication ability in his /her work					
	3	Demonstrates interest and enthusiasm					
	4	Demonstrates sense of accountability for actions and decisions					
	5	Demonstrates consistency in assuming responsibilities					
	6	Show flexibility in dealing with specific situations					
	7	Show greater awareness of one's social responsibilities					
	8	Demonstrates mastery of work functions					
	9	Shows ability to influence others (ideas, opinions, decisions)					
	10	Implements plans and program with confidence					
		Average Rating					
E	STUDENTS ATTRIBUTES						
	1	Work performance					
	2	Performance in comparison with other students					
	3	Progress made while undergoing OJT/OIP					
	4	Getting along with other people					
	5	Attendance					
	6	Dependability					
	7	Ability to take responsibility/is					
	8	Potential for advancement/ growth					
	9	Degree of supervision needed					
	10	Overall attitude					
		Average Rating					
		Overall Rating					

Head/Representative of Cooperating Agency

NOTE: This is a permanent record of the student. It should be accomplished throughout the duration of the student's training period. Before the student is transferred to another shop this record should be submitted to the shop or agency head that will turn it over to the OJT coordinator.

At the end of the term or when the student quits OJT, this record should be filed at the office of the shop/agency who will turn it over to the OJT coordinator.

Legend:	Score	Equivalents	Description
	1	—	Poor
	2	—	Fair
	3	—	Good
	4	—	Very Good
	5	—	Excellent