

# Performance Evaluation Form

## ON-THE-JOB TRAINING PERFORMANCE EVALUATION SHEETS

PART I [To be filled out by Trainee]

NAME Charles A. Palencia

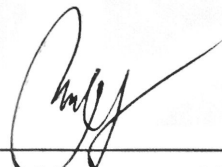
AGE: 23

COURSE: BSIT

CITY ADDRESS: 1071 Brgy. Kaligayahan Quirino Highway, Novaliches Quezon City

PERMANENT ADDRESS:

NO. OF TRAINING HOURS REQUIRED: 150 HRS



Signature of Trainee

PART II [To be filled out by Co. Representative where student is employed]

DIVISION ASSIGNED:

FIELD TRAINING GIVEN:

INCLUSIVE OF TRAINING DATE:

From:

To:

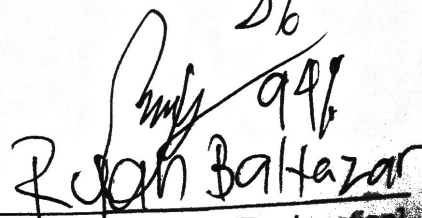
TOTAL NO. OF HOURS RENDERED BY TRAINEE: 150 hrs.

JOB FACTORS	MAX RATING TO BE GIVEN	RATING
1. Quality of Work (thoroughness, accuracy, neatness & effectiveness)	20%	20%
2. Quantity of Work (able to complete work in allotted time)	20%	20%
3. Dependability, Reliability & Resourcefulness (ability to work with minimum amount of supervision)	15%	14%
4. Attendance (punctuality in office attendance and proper observation of break time periods)	15%	14%
5. Cooperation (works well with everyone; good team player)	10%	8 1/2%
6. Judgment (sound decisions)	10%	8 1/6%
7. Personality (personal grooming and Pleasant disposition)	10%	8%

Total Rating:

Recommendation for the trainee's future growth:

Evaluated by:



[Name & Signature/Designation]