|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF STUDENT-TRAINEE:** Florendo, Cyrus Nathaniel P. | | | | | | | | | **COURSE:** BSIS-NS-4A | | | |
| **COMPANY:** S.P Madrid & Associates | | | | | | | | | | | | |
| **CURRENT ASSIGNMENT** | | | | | | | **WORK PERIOD:** Hybrid | 8:00 AM to 5:00 PM | | | | | |
|  | **1 2** | | **3 4** | | **5 6** | | **7 8** | | | **9 10** | | **SCORE** |
| **Poor** | | **Fairly/**  **Satisfactory** | | **Satisfactory** | | **Very Good** | | | **Outstanding** | |
| **A. QUALITY OF WORK** | Often  unsatisfactory | | Usually acceptable | | Consistently  satisfactory | | Sometimes  Superior | | | Consistently  Superior | |  |
| **B. ATTITUDE TOWARDS**  **WORK** | Definitely not  Interested | | Somewhat  different | | Average in diligence | | Very interested and industrious | | | Outstanding and enthusiasm | |  |
| **C. JUDGEMENT** | Consistently uses bad judgment | | Often uses poor judgment | | Usually makes the right decision | | Above Average in making decision | | | Exceptionally mature | |  |
| **D. COOPERATION** | Unwilling to accept and carry out instruction | | Seldom willing to accept and carry out instruction | | Generally willing to accept and carry out instruction | | Always willing to accept and carry out instruction | | | Quick to volunteer to accept and carry out instruction | |  |
| **E. DEPENDABILITY** | Frequently undependable | | Occasionally undependable | | Dependable most aspect | | Dependable all aspect | | | Highly dependable  inspires others | |  |
| **F. COMPREHENSION** | Always need repeated instruction | | Sometimes need repeated instruction | | Generally understand instruction | | Understand instruction readily | | | Understand instruction instantly | |  |
| **G. SAFETY** | Careless of his own and others safety | | Sometimes fail to see on report unsafe condition | | Careful and takes precaution not to injure self or others | | Observes visible hazard and steps to get them correctly | | | Quick to some possible hazard and steps to get them correctly | |  |
| **OVERALL PERFORMANCE** | **7 -17** | **18-31** | **32-35** | **36-40** | **41-44** | **45-49** | **50-53** | **54-58** | | **59-62** | **63-66** | **67-70** |
| **GRADE EQUIVALENTS** | **5.0** | **4.0** | **3.0** | **2.75** | **2.5** | **2.25** | **2.0** | **1.75** | | **1.5** | **1.25** | **1.0** |
| **ATTENDANCE** | **Regular Irregular PUNCTUALITY: Regular Irregular** | | | | | | | | | | | |

**Have you ever noticed any improvement in the performance of this student-trainee during his/her assignment with your company/agency?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In what specific ways does this student-trainee need improvement?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Further suggestions/comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This report has been discussed with student-trainee, Yes No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature over printed name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation/Position**