



NTC

CAREER PLACEMENT & SERVICES OFFICE  
OJT MONITORING SYSTEM

WELCOME!

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Username



Password



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## STUDENT'S PORTAL

 Dashboard Files Attendance Progress Activity Evaluation Settings Logout

## DASHBOARD

My Dashboard

Profile

 Announcements

- Submissions of requirements is until June 16, 2024.
- Deployment of students will be announce soon.

## Attendance Report



 Working	91h
 Required	400h

2.0 tardy (h)

1 absent (d)



## STUDENT'S PORTAL

**Dashboard****Files****Attendance****Progress****Activity****Evaluation****Settings****Logout**

## DASHBOARD

My Dashboard

Profile

**Juan Dela Cruz**

4th Year

B.S. in Information Technology

✉ 1234567@ntc.edu.ph

📞 +63 912 345 6789

**Personal Info:**

Last Name: Dela Cruz

Email: 1234567@ntc.edu.ph

First Name: Juan

College: SOAST

Middle Name: Reyes

Year-Course: 4th Year - BSIT

Student No: 1234567

Birthdate: January 1, 2000

Contact No: 09123456789

Gender: Male

**Practicum Info:**

Company: ABC Technology Corporation

Company Address: 5/F, Maligaya Tower, Ayala Ave., cor. Paseo de Roxas, Makati City

Department: IT Department

Supervisor's Name: Maria Santos

Position: System Analyst

Email: mariasantos@abctech.com

Contact No: 0915678910112

OJT Coordinator: 0915678910112

Hours Required: 600 Hours

Hired Date: June 1, 2023

Start Date: June 20, 2023

## STUDENT'S PORTAL

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## FILES

Requirements

## Requirements List

Search

**Memorandum Of Agreement**

Jun 1, 2023 - Aug 1, 2023

Status

Submitted

**Parent Consent Form**

Jun 1, 2023 - Aug 1, 2023

Status

Approved

**Application Form**

Jun 1, 2023 - Aug 1, 2023

Status

Returned

**Endorsement Letter**

Jun 1, 2023 - Aug 1, 2023

Status

Pending

**Evaluation Form**

Jun 1, 2023 - Aug 1, 2023

Status

Assigned



## STUDENT'S PORTAL

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## FILES

 BACK TO REQUIREMENTS

## Parent Consent Form

Assigned By:

Anna Santos

Deadline Of Submission:

Aug. 1, 2023 - 11:59 pm

Description:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Form

parent.consent.form.pdf

 Download

Your File:

 Approved Upload File parent.consent.jdelacruz.pdf Cancel Submit

## Comments:



Anna Santos • 1 hour ago

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

 Reply Add Comment



## STUDENT'S PORTAL

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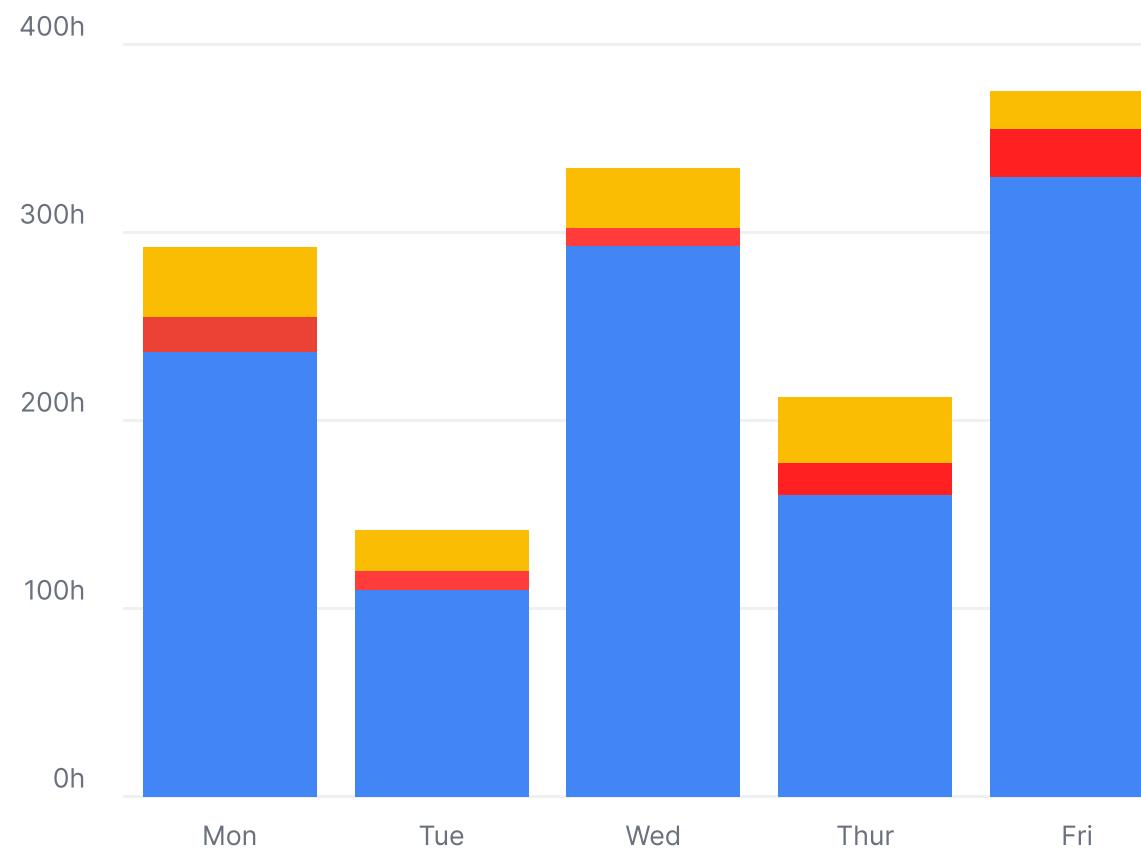
## ATTENDANCE

My Attendance

Time Sheet

## Attendance Analysis

June 2023 - September 2023

**380 Hours**

- Worked Hours (Blue)
- Break Hours (Red)
- Overtime Hours (Yellow)

## TODAY

Monday - June 1, 2023

**CLOCKED IN**

Maligaya Tower, Makati City

Clocked In	9:00 A.M
Break In	12:00 P.M
Break Out	1:00 P.M
Clocked Out	5:00 P.M

Clock In

Break In

## STUDENT'S PORTAL

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## ATTENDANCE

My Attendance

Timesheet

## Timesheet

Search

DATE	DAY	IN	OUT	TIME	LOCATION
07/21/2023	Monday	8:30 am	5:00 pm	8 hours	 Maligaya Tower, Makati City
07/22/2023	Tuesday	9:00 am	5:05 pm	8 hours	 Maligaya Tower, Makati City
07/23/2023	Tuesday	8:55 am	5:00 pm	8 hours	 Maligaya Tower, Makati City

TOTAL 24 HOURS

## STUDENT'S PORTAL

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## ACTIVITY

My Activities

## Activity Report

Search

June, 2023 

DATE	DETAILS	HOURS
07/20/2023	 <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p>	 4h
07/21/2023	 <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p>	 2h

TOTAL NO. OF HOURS

6 HOURS



## STUDENT'S PORTAL

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## EVALUATION

My Evaluation

### Evaluation Form

[Download File](#)

#### GUIDE IN STUDENT PERFORMANCE

This portion must be accomplished by the trainer/supervisor after the completion of two hundred hours (200 hours) of OJT. Ratings gained by the student are part of the Final Performance Tasks for the completion of the Course (Practicum-Off Campus Learning).

Formula: Rating x Weight Value = Average Rating

TRAINEE'S NAME: \_\_\_\_\_

Particulars	Ratings					Weight Value	Average Rating
	5	4	3	2	1		
<b>A. General Performance (80%)</b>							
1. Capacity to do the task						20%	
2. Quality of Work						20%	
3. Volume of output						20%	
4. Dependability						20%	
<b>B. Attendance (10%)</b>							
1. Consistency in attending the OJT as scheduled.						5%	
2. Punctuality in attending the OJT as scheduled.						5%	
<b>C. Work Attitude (10%)</b>							
1. Attitude at work						7%	
2. Cooperation with the employees/staffs/supervisor						3%	
<b>Overall Rating</b>					<b>100%</b>		

RATINGS	DESCRIPTION	SCALE	PERCENTAGE
5	Excellent	4.6-5.0	96-100
4	Very Good	4.0-4.5	90-95
3	Good	3.5-3.9	85-89
2	Satisfactory	3.0-3.4	80-84
1	Needs Improvement	2.9 and below	79 and below

Comments/Feedback/Recommendation:

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Evaluated by: Signature Over Printed Name / Position  
(Trainer)

Approved by: Signature Over Printed Name / Position  
(Supervisor/Manager/Head)

Noted and Acknowledged by:

OJT Adviser