**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**



**COLLEGE OF TEACHER EDUCATION AND TECHNOLOGY**

**INFORMATION TECHNOLOGY DEPARTMENT**

**Apokon, Tagum City**

**Evaluation Form - Self-Assessment**

**Off Semester 2021**

**Student Name: \_\_\_Kesia Joy C. Sasam\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_OSAS-USeP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_Dumlan, Maco, Davao de Oro\_\_\_\_\_\_\_\_\_\_**

***Please rate the Student’s overall practicum performance according to the rating scale below.***

5 =Far above expectations. Performs well beyond average level for practicum students.

4 =Above expectation. Performs above average level for practicum students.

3 =Acceptable. Meets standards at an average level for practicum students.

2 =Needs improvement. Skills developing but needs some improvement to meet standards.

1 =Far below expectations. Needs much improvement, a concern.

NA = Not Applicable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA/RATING** | **5** | **4** | **3** | **2** | **1** |
| **Work Habits** |  |  |  |  |  |
| 1.Displays initiative in his/her work (starts work without being told) |  | √ |  |  |  |
| 2.Shows enthusiasm and interest towards his/her work |  | √ |  |  |  |
| 3.Performs tasks without much supervision |  | √ |  |  |  |
| 4. Practices self-discipline in his/her work |  | √ |  |  |  |
| 5. Demonstrates dedication and commitment to the tasks assigned to him/her |  | √ |  |  |  |
| **CRITERIA/RATING** | **5** | **4** | **3** | **2** | **1** |
| **Professional Competence** |  |  |  |  |  |
| 1.Readily understands instructions |  | √ |  |  |  |
| 2. Submits work on time |  |  | √ |  |  |
| 3. Shows flexibility (whenever the need arises) in the process of going through his / her task |  | √ |  |  |  |
| 4. Fully understands the linkage or connection between his / her task to previous, intervening and subsequent tasks |  | √ |  |  |  |
| 5. Renders quality work performance |  |  | √ |  |  |
|  |  |  |  |  |  |
| **Social Skills** |  |  |  |  |  |
| 1.Shows tact in dealing with different people he /she comes in contact with |  | √ |  |  |  |
| 2.Shows respect and courtesy in dealing with peers and superiors |  | √ |  |  |  |
| 3.Willingly helps others (whenever necessary) in the performance of their tasks |  | √ |  |  |  |
| 4. Listens to co-workers and willingly learns from them. | √ |  |  |  |  |
| 5.Shows appreciation and gratitude for any form of assistance granted to him / her by others | √ |  |  |  |  |
| **TOTAL RATING** |  | | | | |

**Summative Comments:**(Please comment on self overall level of performance during the practicum; include any further observations of strengths



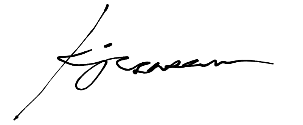
or weaknesses, and note any recommendations you might have.)

During the practicum, I learned to practice self-discipline and to manage my time efficiently. Because of many distractions and different matters that diverts my attention in home, my performance and time to do my task was affected. But overall, the experience of being an On-the-Job trainee virtually challenges me to be more responsible and to take my time sufficiently.

**Department Assigned: \_\_\_\_\_\_\_\_\_\_OSAS-Main\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inclusive Date of Training:** From: \_\_\_\_June 28, 2021\_\_\_\_ To: \_\_August 13, 2021\_\_\_

**Total Number of Hours Rendered by the Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Practicum Student’s Signature over Printed Name: \_\_\_\_\_KESIA JOY C. SASAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_August 14, 2021\_\_\_\_**