**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: Vern B, Patao Jr,**

**Company Name: OSAS Scholarship Address: Prk.4-B Pearl Street Gemini Village Tagum City**

***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.)

I am a little bit worried about how will I start the tasks because I don’t have resources needed to perform it. I also felt pressured, because the deadline of the tasks is too fast. I am also doubtful if the work done for my task is right. I am also grateful, because in this OJT, I learned something new and develop teamwork with my classmates.

**Department Assigned: OSAS Scholarship**

**Inclusive Date of Training:** From: June 25, 2021 To: August 13, 2021

**Total Number of Hours Rendered by the Trainee: 324**

**Practicum Student’s Signature over Printed Name: Vern B. Patao Jr. Date: August 15, 2021**