

Republic of the Philippines BOHOL ISLAND STATE UNIVERSITY Balilihan Campus

Magsija, Balilihan, Bohol

CRADING	SHEET FOR	ON-THE-JOB-7	FRAINING
GKADING	SHEET FUK	ON-I DE-JOD-	LKAHNING

S.Y		
Name of Traine	e:	
Course:		
Cooperating Ag	gency:	
Address:		
Date of Training	g:	to
Number of Hou	rs Rendered	:
Job Performanc	e 50%	Guidelines for
Workmanship	20%	Grading System
Work Habits an Attitudes	d 20%	95-up = 1.0 94-90 = 1.1- 1.5
Attendance	10%	89-85 = 1.6- 2.0 84-80 = 2.1- 2.5
Final Rating	100%	79-75 =2.6- 3.0
		74- Relow = Failure
Rated by:		
	(Signature	e over printed name)
	(Designation)
Approved by:		
	(Signature	e over printed name)
		Designation)



Approved by:

Republic of the Philippines BOHOL ISLAND STATE UNIVERSITY Balilihan Campus Magsija, Balilihan, Bohol

GRADING SHEET FOR ON-THE-JOB-TRAINING

S.Y		
Name of Trainee	e:	
Course:		
Cooperating Age	ency:	
Address:		
Date of Training	<u>;</u> :	to
Number of Hour	rs Rendered	:
Job Performance	2 50%	Guidelines for
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GRADING SHEET FOR ON-THE-JOB-TRAINING

5.1
Name of Trainee:
Course:
Cooperating Agency:
Address:
Date of Training:to
Number of Hours Rendered:

Final Rating	100%	
Attendance	10%	
Attitudes	20%	
Work Habits as	ıd	
Workmanship	20%	
Job Performano	ce 50%	

Guidelines for Grading System

95-up = 1.094-90 = 1.1-1.589-85 = 1.6-2.084-80 = 2.1-2.579-75 =2.6-3.0

74- Relow = Failure

tea	by:			

	(Signature over printed
	(Designation)
бу:	
	(Signature over printed

(Designation)

PERFORMANCE APPRAISAL

Direction:

Please indicate __under the column that best describes the trainee on each of the criteria below.

(5- highest; 1-lowest)

Area of Assessment	5	4	3	2	1
(Technical Knowledge)					
Technical Knowledge of current job					
(Quality of Work)					
Ability for individual productivity with					
swiftness in performance of task					
(Initiative and Dependability)					
Understand and follow instruction with					
less supervision Able to perform and					
complete assigned work given. Show					
initiative and interest to other task.					
(Cooperation)					
Ability to work in harmony with others.					
(Personality)					
Able to adjust with varied and diverse					
personality. Ability to be tactful at most					
times, observe and extend courtesies to					
all					
(Time management ability)					
Able to perform and complete assigned					
work in given time and Working well					
under pressure					
(Attitude/Mental Maturity) Able to absorb comments and					
suggestions positively (Problem- solving and analytical skills)					
Ability to find solutions to problems					
encountered.					
(Safety Consciousness)					
Awareness of Safety practice					
(Good communication skills)					
The ability to convey information to					
another effectively and efficiently					
(Positive Attitude/Mental)					
Ability to accept and learn from criticism					
and can easily overcome failures and					
discouragements.					
(Self Confidence)					
Ability to have a positive yet realistic					
views of themselves and their situations					

Comments for Enrichment of the OJT Program/improvement of the On-The-Job Trainees

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