



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: \_\_\_\_\_

Course: \_\_\_\_\_

Cooperating Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Training: \_\_\_\_\_ to \_\_\_\_\_

Number of Hours Rendered: \_\_\_\_\_

Job Performance	50%		<b>Guidelines for Grading System</b>
Workmanship	20%		
Work Habits and Attitudes	20%		
Attendance	10%		
<b>Final Rating</b>	<b>100%</b>		
			95-up = 1.0
			94-90 = 1.1- 1.5
			89-85 = 1.6- 2.0
			84-80 = 2.1- 2.5
			79-75 =2.6- 3.0
			74- Below = Failure

*Rated by:*

\_\_\_\_\_  
(Signature over printed name)

\_\_\_\_\_  
(Designation)

*Approved by:*

\_\_\_\_\_  
(Signature over printed name)

\_\_\_\_\_  
(Designation)



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

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

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