OJT Form 3

October 2012

Revision :0

**TRAINEE’S EVALUATION OF PRE-DEPLOYMENT**

**ORIENTATION PROGRAM**

Name of Student Trainee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course and Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction: Kindly check the appropriate box to indicate your honest and objective evaluation of the activity.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **RATING** | | | | |
| **Excellent**  **5** | **Very Good**  **4** | **Good**  **3** | **Fair**  **2** | **Poor**  **1** |
| 1. Relevance |  |  |  |  |  |
| 1. Time Allotted |  |  |  |  |  |
| 1. Materials/handouts |  |  |  |  |  |
| 1. Facilitators |  |  |  |  |  |
| 1. Resource Person/s |  |  |  |  |  |
| 1. Venue |  |  |  |  |  |
| 1. Over-all Assessment |  |  |  |  |  |

**Comments/Suggestions:**

|  |
| --- |
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**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 1

October 2012

Revision: 0

**(Danao Campus )**

**STUDENT TRAINEE INFORMATION SHEET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A.PERSONAL DATA | | | | | | 2”x2” Photo | |
| First Name: |  | | | | |
| Middle Name: |  | | | | |
| Last Name: |  | | | | |
| Course,Major, Yr& Sec. |  | | | | |
| Gender: | (\_\_) Male (\_\_)Female | | Age: | |  |
| Current Address: |  | | | | |
| Provincial Address: |  | | | | | | |
| Tel. No.: |  | | Mobile No.: | | |  | |
| Birth Date: |  | | Birth Place: | | |  | |
| Civil Status: |  | | Religion: | | |  | |
| Citizenship: |  | | Email Address: | | |  | |
|  | | | | | | | |
| B. FAMILY DATA | | | | | | | |
| Father: |  | | Occupation: | | |  | |
| Mother: |  | | Occupation: | | |  | |
|  | | | | | | | |
| C. HEALTH DATA | | | | | | | |
| Blood Type: |  | | Height: | | |  | |
| Health Problems: |  | | Weight: | | |  | |
|  | | | | | | | |
| D. SCHOLASTIC DATA | | | | | | | |
| PARTICULAR | ELEMENTARY | | SECONDARY | | | COLLEGE | |
| School: |  | |  | | |  | |
| Address: |  | |  | | |  | |
| Year Graduated: |  | |  | | |  | |
| Honors/Awards Received: |  | |  | | |  | |
|  | | | | | | | |
| E. WORK EXPERIENCES | | | | | | | |
| POSITION | INCLUSIVE DATE | | COMPANY | | | ADDRESS | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  | | | | | | | |
| F. SPECIAL SKILLS | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| G. CHARACTER REFERENCES (not related to you) | | | | | | | |
| Name | Position | | Address | | | Contact No. | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  |  | |  | | |  | |
|  | | | | | | | |
| H. INCASE OF EMERGENCY, PLEASE NOTIFY: | | | | | | | |
| Name | Address | | | | | Contact No. | |
|  |  | | | | |  | |
|  | | | | | | | |
|  | | |  | | | | |
| I HEREBY CERTIFY that the above information | | | | |
| Comm. Tax Cert. No.: |  |  | is true and correct to the best of my knowledge | | | | |
| Issued At: |  |  | and belief. | | | | |
| Issued On: |  |  |  | | | | |
|  |  |  |  |  | | |  |
|  | | | Signature of Student-Trainee | | | | |

**THE INDUSTRY PARTNER**

1. Name of Industry Partner
2. History
3. Company Profile
4. Organizational Structure
5. Duties/Functions of Student Trainee

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student Trainee: | Jasmine S. Dalaguit | | |
| Course & Major : | Bachelor of Science in Computer Engineering | | Inclusive Date: |
| Industry Partner : | Flexi Finance Asia Inc. | | From: 02/07/2023  To : 02/09/2023 |
| Department Assigned : | IT Department | |
| Activities: | | Learning/Insights: | |
| • Was introduced about LINUX and WSL (UBUNTU)  • Practiced LINUX commands  • Tour inside the server room  • Installed Git  • Cloned my code into the terminal UBUNTU  • Installed and configured apache2 web server using WSL  • Installed and configured Hypertext Preprocessor (PHP) using WSL  • Installed and configured MySql using WSL  • Practiced the syntax of PHP  • Applied PHP code into my website | | I have acquired knowledge about LAMP Stack and was able to perform the essential LINUX commands. I also was able to saw and understand what really is inside a server room. I was assigned to make my website a full stack and it is really interesting yet very challenging tasks to do. Nevertheless, the learning it gives me is truly relevant in my field of work and I am looking forward for more. | |
| Prepared by:  JASMINE S. DALAGUIT\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_JONATHAN CUTURA\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 6

October 2012

Revision: 0

( Danao Campus )

**Daily/ Weekly/ Monthly Performance Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student Trainee: | Jasmine S. Dalaguit | | |
| Course & Major : | Bachelor of Science in Computer Engineering | | Inclusive Date: |
| Industry Partner : | Flexi Finance Asia Inc. | | From: 02/13/2023  To : 02/16/2023 |
| Department Assigned : | IT Department | |
| Activities: | | Learning/Insights: | |
| • Assigned to apply PHP and MySql into my website  • Was able to insert login form into my website and redirect it to another page.  • Still learning more about PHP and MySql  • Was introduced about CRUD method (Create, Read, Update, Delete) | | I was able to understand more about the back end part of a website. That it is something the client won’t see unless the developer let them. I am still learning about its process and how to apply CRUD method into my website. | |
| Prepared by:  JASMINE S. DALAGUIT\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_JONATHAN CUTURA\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

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OJT Form 6

October 2012

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( Danao Campus )

**Daily/ Weekly/ Monthly Performance Report**

**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 6

October 2012

Revision: 0

( Danao Campus )

**Daily/ Weekly/ Monthly Performance Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student Trainee: |  | | |
| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student Trainee: |  | | |
| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

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| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

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| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
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| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
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| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

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| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

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| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

**CEBU TECHNOLOGICAL UNIVERSITY**

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**Daily/ Weekly/ Monthly Performance Report**

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| Name of Student Trainee: |  | | |
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| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 6

October 2012

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**Daily/ Weekly/ Monthly Performance Report**

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| Name of Student Trainee: |  | | |
| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 6

October 2012

Revision: 0

( Danao Campus )

**Daily/ Weekly/ Monthly Performance Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student Trainee: |  | | |
| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 6

October 2012

Revision: 0

( Danao Campus )

**Daily/ Weekly/ Monthly Performance Report**

**CEBU TECHNOLOGICAL UNIVERSITY**

OJT Form 6

October 2012

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**Daily/ Weekly/ Monthly Performance Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student Trainee: |  | | |
| Course & Major : |  | | Inclusive Date: |
| Industry Partner : |  | | From:\_\_\_\_\_\_\_\_\_\_\_  To : \_\_\_\_\_\_\_\_\_\_\_ |
| Department Assigned : |  | |
| Activities: | | Learning/Insights: | |
|  | |  | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Trainee’s Signature Over Printed Name | | | |
| **Industry Training Supervisor Remarks:** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name | | | |
| **Noted by:** | | | |
| **CHONA R. DAGATAN**  OJTChairman | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Student-trainee** | **:** |  | | | | | | |
| **Course, Major Year & Section** | **:** |  | | | | | | |
| **Name of Industry Partner** | **:** |  | | | | | | |
| **Name of Industry Training Supervisor :** | |  | | | | | | |
| **Inclusive Date** | **:** |  | | | | | | |
| ***Instructions:*** Rate your training experience according to the criteria by checking the appropriate box corresponding to the rating you provided for each statement. Thank you for your cooperation. | | | | | | | | |
| **5 Strongly Agree 4 Agree 3 Uncertain 2 Disagree 1 Strongly Disagree** | | | | | | | | |
| **Criteria** | | | | **5** | **4** | **3** | **2** | **1** |
| 1. It provided me with an educationally meaningful experience. | | | |  |  |  |  |  |
| 1. It provided me with assignments related to my field of specialization. | | | |  |  |  |  |  |
| 1. It provided me with the opportunity to perform progressively more advanced task. | | | |  |  |  |  |  |
| 1. Company rules and regulations were explained clearly to me. | | | |  |  |  |  |  |
| 1. My industry training supervisor was reasonable and fair. | | | |  |  |  |  |  |
| 1. My industry training supervisor periodically discussed my performance with me. | | | |  |  |  |  |  |
| 1. My co-workers were friendly and courteous. | | | |  |  |  |  |  |
| 1. My industry training experience developed my self-confidence and positive attitudes towards work. | | | |  |  |  |  |  |
| 1. It provided me employment opportunity after graduation. | | | |  |  |  |  |  |
| 1. The industry partner has adequate, modern facilities and equipment. | | | |  |  |  |  |  |
| **Remarks / Suggestions:** | | | | | | | | |
|  | | | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | | | | | |

**EVALUATION OF TRAINING EXPERIENCE**

OJT Form 2

October 2012

Revision: 0

**CONCLUSION**

**RECOMMENDATION**

**CERTIFICATE OF COMPLETION**

**CEBU TECHNOLOGICAL UNIVERSITY**

(Danao Campus )

**COPY OF APPLICATION LETTER AND RESUME**

**PICTORIALS IN THE WORKPLACE/INDUSTRY PARTNER**

**OTHER RELATED DOCUMENTS**

Note: Consider additional sheets if necessary

**PARENT`S CONSENT**

OJT Form 4

October 2012

Revision:0

I / We, Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parents/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a prospective Student-Trainee of Cebu Technological University – Danao Campus, have hereunto grant permission for my son/daughter to undergo 1800 hours On-the-Job Training/ Practicum Training Program/ Industry Immersion in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(industry), located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is a requirement for the completion of the course Bachelor of Science in Industrial Technology major in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Academic Year for 2016 – 2017 , 1ST& 2ND Semester.

That we make known our continued financial and moral support to our son/daughter during the training. That we shall be notified of frequent absenteeism or notorious undesirable conduct of our/my son/daughter in the soonest possible time. That we shall adhere to any disciplinary action imposed by the investigating body of the university and should be given opportunity to be present during the investigation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parents/Guardian

**WAIVER**

THIS IS TO CERTIFY that the CEBU TECHNOLOGICAL UNIVERSITY, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are in no way

*(Campus) (Industry Partner)*

responsible nor shall be obligated to pay compensation for any accident, harm or injury that may be caused or suffered by our son/daughter during the training, **provided** all precautionary and preventive measures are implemented to prevent any untoward incident.

It is fully known that we have read and understood all the contents of the parents` consent and waiver and have signed the same with our voluntarily and freely.

Signed this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

**CONFORME:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Trainee

**NOTED BY:**

**LUCILA L. GARBO, Dev.Ed.D**

Dean, Student Affairs

**ROSE MARY L. ALMACEN, Ph.D.**

Campus Director

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines

|  |  |  |  |
| --- | --- | --- | --- |
| **PERFORMANCE EVALUATION** | | | |
| **Student Trainee:** | **Course and Major:** | | **Training Period:** |
| **Instructions:** This evaluation is to be completed by the immediate training supervisor of the trainee and to be returned to the Coordinator/Chairman. Encircle the number that best describes the trainee’s performance, in a scale of 1 to 10, with 10 as the highest score | | | |
| **A. Productivity**  1 2 Fails to do an adequate job | | **F. Cooperation**  1 2 Uncooperative, antagonistic | |
| 3 4 Does just enough to get by | | 3 4 Cooperates reluctantly | |
| 5 6 Maintains constant level of performance | | 5 6 Cooperates willingly when asked | |
| 7 8 Very industrious, does more than required | | 7 8 Cooperates eagerly and cheerfully | |
| 9 10 Superior work production record | | 9 10 Always cooperates eagerly and cheerfully | |
| **B. Ability to Follow Instructions** | | **G. Ability to Get Along with People** | |
| 1 2 Unable to follow instructions | | 1 2 Frequently rude and unfriendly | |
| 3 4 Needs repeated detailed instructions | | 3 4 Has some difficulty working with others | |
| 5 6 Follows most instructions without difficulty | | 5 6 Usually gets along well with people | |
| 7 8 Follows instructions with no difficulty | | 7 8 Is courteous and tactful with people | |
| 9 10 Uses initiative in interpreting and following instructions | | 9 10 Exceptionally well accepted by peers and supervisors | |
| **C. Initiative** | | **H. Attendance** | |
| 1 2 Always attempts to avoid work | | 1 2 Often absent without good excuse | |
| 3 4 Sometimes attempts to avoid work | | 3 4 Frequently late | |
| 5 6 Does assigned job willingly | | 5 6 Usually present and on time | |
| 7 8 Does more than assigned job willingly | | 7 8 Very prompt and regular in attendance | |
| 9 10 Shows resourcefulness in going beyond assigned job. | | 9 10 Always prompt and regular, volunteers for overtime when asked | |
| **D. Quality of Work** | | **I. Appearance** | |
| 1 2 Does almost no acceptable work | | 1 2 Untidy or inappropriately groomed | |
| 3 4 Does less than required amount of satisfactory work | | 3 4 Sometimes neglected of appearance | |
| 5 6 Does normal amount of acceptable work | | 5 6 Satisfactory appearance | |
| 7 8 Does more than required amount of neat, accurate work | | 7 8 Careful about personal appearance | |
| 9 10 Shows special attitude for doing neat, accurate work beyond required amount | | 9 10 Exceptionally neat, and appropriately groomed | |
| **E. Dependability** | | **J. Overall Performance** | |
| 1 2 Unreliable | | 1 2 Unsatisfactory | |
| 3 4 Sometimes fails in obligations | | 3 4 Below average | |
| 5 6 Meets obligations under supervision | | 5 6 Average | |
| 7 8 Meets obligations under very little supervision | | 7 8 Very good | |
| 9 10 Meets obligations without supervision | | 9 10 Outstanding | |
| TOTAL SCORE: \_\_\_\_\_\_\_ GRADE EQUIVALENT: \_\_\_\_\_\_\_\_\_ (please refer the next page)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Industry Training Supervisor**  (Signature Over Printed Name) | | | |

**CEBU TECHNOLOGICAL UNIVERSITY**Danao Campus

OJT Form 7C

October 2012

Revision: 0

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|  |  |
| --- | --- |
| **Describe the Student Trainee’s areas of strengths.** | |
| **Describe the Student Trainee’s areas that needs improvement.** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Printed Name of Industry Training Supervisor** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Industry Training Supervisor** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of Industry Partner** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address** |

**Table on Numerical Rating with Equivalent Point Grades (For Non-Board Courses)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCORE** | **GRADE** | **7-POINT SCALE** | **SCORE** | **GRADE** | **7-POINT SCALE** |
| 100 | 95 | 1.0 | 55-57 | 80 | 2.5 |
| 97-99 | 94 | 1.1 | 52-54 | 79 | 2.6 |
| 94-96 | 93 | 1.2 | 49-51 | 78 | 2.7 |
| 91-93 | 92 | 1.3 | 46-48 | 77 | 2.8 |
| 88-90 | 91 | 1.4 | 43-45 | 76 | 2.9 |
| 85-87 | 90 | 1.5 | 40-42 | 75 | 3.0 |
| 82-84 | 89 | 1.6 | 36-39 | 74 | 3.1 |
| 79-81 | 88 | 1.7 | 32-35 | 73 | 3.2 |
| 76-78 | 87 | 1.8 | 28-31 | 72 | 3.3 |
| 73-75 | 86 | 1.9 | 24-27 | 71 | 3.4 |
| 70-72 | 85 | 2.0 | 20-23 | 70 | 3.5 |
| 67-69 | 84 | 2.1 | 16-19 | 69 | 3.6 |
| 64-66 | 83 | 2.2 | 12-15 | 68 | 3.7 |
| 61-63 | 82 | 2.3 | 8-11 | 67 | 3.8 |
| 58-60 | 81 | 2.4 | 4-7 | 66 | 3.9 |
|  |  |  | 0-3 | 65 | 4.0 |

(Note: Select the criteria for your course/specialization only) SAO Form 7B

October 2012

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**CEBU TECHNOLOGICAL UNIVERSITY**

( Danao Campus )

**CRITERIA IN THE SELECTION OF TRAINING PROVIDER**

This instrument will be used to gather data in order to determine the capacity of the training provider in extending training to our student trainees in terms of different factors as outlined below:

**TO THE TRAINEE:**

Your opinion is sought in order for the College to determine/assess the capacity of the Training Provider in extending actual exposure of the Student Trainee/s in relation to their area of specialization with a hope that this can enhance their stock knowledge acquired during the whole duration of their study. Your sincere and honest answer is humbly requested.

Thank you.

**Instructions:**

1. Read each statement below.
2. Please check the appropriate answer in the different item below.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Industry Partner

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA** | | **YES** | **NO** |
|  | SEC Registered / Has business permit |  |  |
|  | Capable of giving necessary training |  |  |
|  | The job description/ opportunities match with the needs of the student-trainee |  |  |
|  | Appropriate working environment, equipment / facilities in: |  |  |
| * 1. Bachelor of Science in Industrial Technology | |  |  |
| 4.1.1 Automotive Technology | |  |  |
| 4.1.1.1 Occupational Health and Safety Practices | |  |  |
| 4.1.1.2 5S Practices | |  |  |
| 4.1.1.3 Toolkeeping and Equipment Maintenance | |  |  |
| 4.1.1.4 Quick/PMS Services | |  |  |
| 4.1.1.5 Engine Servicing | |  |  |
| 4.1.1.6 Underchassis Servicing | |  |  |
| 4.1.1.7 Tire/Wheel Services and Wheel Alignment | |  |  |
| 4.1.1.8 Mechanical/Body Works | |  |  |
| 4.1.1.9 Electrical Servicing | |  |  |
| 4.1.1.10 Auto-airconditioning Servicing | |  |  |
| 4.1.2 Computer Technology | |  |  |
| 4.1.2.1 Electronics | |  |  |
| 4.1.2.2 Computer Hardware Servicing | |  |  |
| 4.1.2.3 Computer Software Servicing | |  |  |
| 4.1.2.4 Computer Networking | |  |  |
| 4.1.2.5 Computer Systems Management | |  |  |
|  | |  |  |
| 4.1.3 Cosmetology | |  |  |
| 4.1.3.1 Beauty Care Services | |  |  |
| 4.1.3.2 Hairdressing | |  |  |
| 4.1.3.3 Barbering/Haircutting | |  |  |
| 4.1.3.4 Nail Care Services | |  |  |
| 4.1.3.5 Massage Services (Hilot, Thai Massage etc..) | |  |  |
| 4.1.3.6 Spa (Foot Spa, Hand Spa) | |  |  |
| 4.1.3.7 Skin Care Services (Body Peeling, Body Scrub, Bleaching) | |  |  |
| 4.1.3.8 Hairstyling | |  |  |
| 4.1.4 Civil Technology | |  |  |
| 4.1.4.1 Set of Plan | |  |  |
| 4.1.4.2 Occupational Health and Safety Practices | |  |  |
| 4.1.4.3 Rebars Installation | |  |  |
| 4.1.4.4 Concrete Mixing | |  |  |
| 4.1.4.5 Building Layout | |  |  |
| 4.1.4.6 Concrete Mixer | |  |  |
| 4.1.4.7 Plumbing Installation | |  |  |
| 4.1.4.8 Quantity Surveying | |  |  |
| 4.1.4.9 Rebar Bending Jig | |  |  |
| 4.1.5 Drafting Technology | |  |  |
| 4.1.5.1 Architectural Drafting and Design | |  |  |
| 4.1.5.2 Building Utilities | |  |  |
| 4.1.5.3 Commercialized Arts/ Graphics | |  |  |
| 4.1.5.4 Occupational Health and Safety | |  |  |
| 4.1.5.5 Building and Estimates and Miniature Modeling | |  |  |
| 4.1.5.6 AutoCAD, 2D | |  |  |
| 4.1.5.7 AutoCAD, 3D | |  |  |
| 4.1.5.8 Machine Drafting | |  |  |
| 4.1.6 Electrical Technology | |  |  |
| 4.1.6.1 Building Wiring | |  |  |
| 4.1.5.2 AC Motor Rewinding | |  |  |
| 4.1.5.3 AC Electrical Motor Control | |  |  |
| 4.1.5.4 Transformer Rewinding | |  |  |
| 4.1.7 Electronics Technology | |  |  |
| 4.1.7.1 Home Appliance and Electronically Control Circuits | |  |  |
| 4.1.7.2 Audio/ Video Repair and Digital Circuits | |  |  |
| 4.1.8 Food Preparation and Services Technology | |  |  |
| 4.1.8.1 Food and Beverage service e.g. restaurant, room services, fast food, etc. | |  |  |
| 4.1.8.2 Banquet Service | |  |  |
| 4.1.8.3 Bartending and Bar Service | |  |  |
| 4.1.8.4 Food and Beverage Production Area | |  |  |
| 4.1.8.5 Cost Control | |  |  |
| 4.1.8.6 Cafeteria and Catering Services | |  |  |
| 4.1.8.7 Food Selection and Preparation | |  |  |
| 4.1.8.8 Food Processing | |  |  |
| 4.1.8.9 Baking | |  |  |
| 4.1.8.10 International Cuisine | |  |  |
| 4.1.8.11 Meat Management | |  |  |
| 4.1.9 Furniture and Cabinet Making | |  |  |
| 4.1.9.1 Occupational Health and Safety Practices | |  |  |
| 4.1.9.2 Total Quality Management | |  |  |
| 4.1.9.3 ISTIV Orientation | |  |  |
| 4.1.9.4 5s Practices | |  |  |
| 4.1.10 Garments Technology | |  |  |
| 4.1.10.1 Draping Techniques | |  |  |
| 4.1.10.2 Industrial Sewing Machine Operation, Repair and Maintenance | |  |  |
| 4.1.10.3 Pattern Making and Designing | |  |  |
| 4.1.10.4 CAD Pattern Making and Marker Making | |  |  |
| 4.1.10.5 Garments Designing and Construction | |  |  |
| 4.1.10.6 Men’s Garment Construction | |  |  |
| 4.1.10.7 Mass Production Techniques | |  |  |
| 4.1.11 Interior Design Technology | |  |  |
| 4.1.11.1 Working Drawing | |  |  |
| 4.1.11.2Furniture Designing | |  |  |
| 4.1.11.3 Basic Handtools and Wood Joineries | |  |  |
| 4.1.11.4 Wood Lamination and Process | |  |  |
| 4.1.11.5 Wood Machining and processes | |  |  |
| 4.1.11.6 Wood Polishing and Finishing | |  |  |
| 4.1.11.7 JIG Fixture and Set up | |  |  |
| 4.1.12Machine Shop Technology | |  |  |
| 4.1.12.1 Metrology | |  |  |
| 4.1.12.2 Benchwork | |  |  |
| 4.1.12.3 Basic Welding and Fabricaton | |  |  |
| 4.1.12.4 Lathe works operation | |  |  |
| 4.1.12.5 Milling works operation | |  |  |
| 4.1.12.6 Heat Treatment | |  |  |
| 4.1.12.7 Maintenance Practices | |  |  |
| 4.1.12.8 Grinding works operation | |  |  |
| 4.1.12.9 CNC Lathe works | |  |  |
| 4.1.12.9 CNC Milling works | |  |  |
| 4.1.12.10 Told and Die Making | |  |  |
| 4.1.13Power Plant Technology | |  |  |
| 4.1.13.1 Engineering Materials | |  |  |
| 4.1.13.2 Machine Shop | |  |  |
| 4.1.13.3 Electro-technology | |  |  |
| 4.1.13.4 Auxiliary Machineries | |  |  |
| 4.1.13.5 Power Plant Diesel | |  |  |
| 4.1.13.6 Power Planet installation and Basic Refrigeration | |  |  |
| 4.1.13.7 External Combustion Engine/boiler/steam engine/turbine with basic Pneumatics | |  |  |
| 4.1.14Refrigeration and Air Conditioning Technology | |  |  |
| 4.1.14.1 Fundamentals of Refrigeration and Air Conditioning | |  |  |
| 4.1.14.2 Occupational Health and Safety | |  |  |
| 4.1.14.3 RAC Systems Components, Accessories and Test Instruments | |  |  |
| 4.1.14.4 RAC Electrical Circuits and Reprocessing | |  |  |
| 4.1.14.5 Air Conditioning Circuits, Reprocessing and Installation | |  |  |
| 4.1.14.6 RAC System Troubleshooting, Servicing and Repair | |  |  |
| 4.1.14.7 RAC Field Servicing, Troubleshooting and Repair | |  |  |
| 4.1.15Welding and Fabrication Technology | |  |  |
| 4.1.15.1 Occupational Health and Safety Practices | |  |  |
| 4.1.15.2 5S Practices | |  |  |
| 4.1.15.3 Blueprint Reading | |  |  |
| 4.1.15.4 Weld Different Kind of Metals | |  |  |
| 4.1.15.5 Operate various welding process | |  |  |
| 4.1.15.6 Check on Weld Quality | |  |  |
| 4.1.15.7 Repair Weld Defects | |  |  |
| 4.1.15.8 Check Weld Quality | |  |  |
| * 1. Bachelor of Science Information and Communication Technology (BSICT) | |  |  |
| 4.2.1 Hardware and Software Troubleshooting | |  |  |
| 4.2.2 Graphics Design | |  |  |
| 4.2.3 Web based programming | |  |  |
| 4.2.4 Systems Analysis and Design | |  |  |
| 4.2.5 Data Communication | |  |  |
| 4.2.6 Network Infrastructure | |  |  |
| 4.2.7 Multi-media Presentation | |  |  |
| 4.2.8 Coding | |  |  |
| * 1. Bachelor of Science in Graphics & Design (BSGD) | |  |  |
| 4.3.1 Occupational Health and Safety Practices | |  |  |
| 4.3.2 Designing and Sketching | |  |  |
| 4.3.3 Design Lay-out and Printing | |  |  |
| 4.3.4 Photography and Digital Imaging | |  |  |
| 4.3.5 Basic 2D and 3D with CAD | |  |  |
| 4.3.6 Assembly Drawing | |  |  |
| 4.3.7 Media Creation | |  |  |
| 4.3.8 Project Estimating/Costing | |  |  |
| 4.3.9 Industrial/Product Designing | |  |  |
| 4.3.10 Web Designing | |  |  |
| * 1. Bachelor of Science in Mechatronics (BSMx) | |  |  |
| 4.4.1 Automation | |  |  |
| 4.4.2 Mechanics | |  |  |
| 4.4.3 Electronics/Electrical | |  |  |
| 4.4.4 Computing | |  |  |
| 4.4.5 Control Engineering | |  |  |
| 4.5 Bachelor of Science in Hospitality Management (BSHM) | |  |  |
| 4.5.1 Front Office Department | |  |  |
| a. Reservation | |  |  |
| b. Reception | |  |  |
| c. Information | |  |  |
| d. Telephone Exchange | |  |  |
| e. Bell Services | |  |  |
| f. Concierge | |  |  |
| 4.5.2 Housekeeping | |  |  |
| a. Guestrooms | |  |  |
| b. Public Area | |  |  |
| c. Laundry | |  |  |
| 4.5.3 Food and Beverage Department | |  |  |
| a. Restaurant | |  |  |
| b. Banquet | |  |  |
| c. Bar | |  |  |
| d. Kitchen | |  |  |
| 4.5.4 Human Resources Department | |  |  |
| 4.5.5 Finance/Accounting Department | |  |  |
| 4.5.6 Sales and Marketing Department | |  |  |
| 4.5.7 Engineering/ Maintenance Department | |  |  |
| 4.5.8 Others (Pls. specify) | |  |  |
| 4.6 Bachelor of Science in Travel Management (BSTrM) | |  |  |
| 4.6.1 Travel Counseling | |  |  |
| 4.6.2 Front Office Operation | |  |  |
| 4.6.3 Guiding and Escort | |  |  |
| 4.6.4 Reservation | |  |  |
| 4.6.5 Itinerary Planning and Packaging | |  |  |
| 4.6.6 Tour Operation | |  |  |
| 4.6.7 Telephone Etiquette | |  |  |
| 4.6.8 Ground Handling Operation | |  |  |
| 4.6.9 Domestic and World Tourism | |  |  |
| 4.6.10 Tourism and Planning and Development | |  |  |
| 4.6.11 Travel Documentation | |  |  |
| 4.6.12 Ecotourism | |  |  |
| 4.7 Bachelor of Science in Fisheries (BSFi) | |  |  |
| 4.7.1 Aquaculture Technology | |  |  |
| a. Member of Aquaculture society in the Philippines | |  |  |
| b. Maintain a Prawn Hatchery | |  |  |
| c. Maintain a fish hatchery for Bangus | |  |  |
| d. Maintain a fish hatchery for Tilapia | |  |  |
| e. Maintain a Prawn Farm | |  |  |
| f. Maintain a Bangus Farm | |  |  |
| g. Maintain a Tilapia Farm | |  |  |
| h. Maintain a Mud Crab Farm | |  |  |
| 4.7.2 Post Harvest Technology | |  |  |
| a. Provide facilities for the conduct of the following laboratory Analysis | |  |  |
| a.1 Physical | |  |  |
| a.2 Chemical | |  |  |
| a.3 Microbiological | |  |  |
| b. Engage in fish processing activity in the commercial scale like the following | |  |  |
| b.1 Bangus | |  |  |
| b.2 Prawn | |  |  |
| b.3 Crab | |  |  |
| b.4 Jigger/Diamond Black Squid | |  |  |
| c. Has potable source of water | |  |  |
| d. Have domestic and foreign linkages | |  |  |
| 4.7.3Capture Fisheries Technology | |  |  |
| a. Member of an association of fishing agency | |  |  |
| b. has gross tonnage of at least ten (10) | |  |  |
| c. engage in commercial fishing like | |  |  |
| c.1 Bag Net | |  |  |
| c.2 Purse Seine | |  |  |
| c.3 Ring Net | |  |  |
| c.4 Trawl | |  |  |
| c.5 Long Line | |  |  |
| c.6 Gill Netting | |  |  |
| 4.8 Bachelor of Technical Teacher Education | |  |  |
| 4.8.1 Architectural Drafting and Design | |  |  |
| 4.8.1.1 Architectural Drafting and Design | |  |  |
| 4.8.1.2 Building Utilities | |  |  |
| 4.8.1.3 Commercial Arts/Graphics | |  |  |
| 4.8.1.4 Occupational Health and Safety Practices | |  |  |
| 4.8.1.5 Building Estimates and Miniature Modeling | |  |  |
| 4.8.1.6 Basic Auto CAD (2D) | |  |  |
| 4.8.1.7 Basic Auto CAD (3D) | |  |  |
| 4.8.1.8 Machine Drafting and Design | |  |  |
| 4.8.2 Food and Service Management | |  |  |
| 4.8.2.1 Food and beverage service e.g restaurant, room service, fast food, etc | |  |  |
| 4.8.2.2 Banquet Service | |  |  |
| 4.8.2.3 Bartending and Bar Service | |  |  |
| 4.8.2.4 Food and Beverage Production Area | |  |  |
| 4.8.2.5 Cost Control | |  |  |
| 4.8.2.6 Cafeteria and Catering Service | |  |  |
| 4.8.2.7 Food Selection and Preparation | |  |  |
| 4.8.2.8 Food Processing | |  |  |
| 4.8.2.9 Baking | |  |  |
| 4.8.2.10 International Cuisine | |  |  |
| 4.8.2.11 Meal Management | |  |  |
| 4.8.3 Garments Fashion and Design | |  |  |
| 4.8.3.1 Occupational Health and Safety | |  |  |
| 4.8.3.2 5S Practices | |  |  |
| 4.8.3.3 Fabric and Garments Designing | |  |  |
| 4.8.3.4 Industrial Sewing Machine Operation, Repair, and Maintenance | |  |  |
| 4.8.3.5 Pattern Making and Designing | |  |  |
| 4.8.3.6 Garments Designing and Construction | |  |  |
| 4.8.3.7 Men’s Garments Construction | |  |  |
| 4.8.3.8 Advanced Garments Designing and Construction | |  |  |
| 4.8.3.9 Pattern Grading and Marker Making | |  |  |
| 4.8.3.10 Mass Production Techniques | |  |  |
| 4.8.4 Electronics Technology | |  |  |
| 4.8.4.1 Home appliance and electronically control system | |  |  |
| 4.8.4.2 Audio/video repair and digital circuits | |  |  |
| 4.8.5 Electrical Technology | |  |  |
| 4.8.5.1 Building Wiring | |  |  |
| 4.8.5.2 AC Motor Rewinding | |  |  |
| 4.8.5.3 AC Electrical Motor Control | |  |  |
| 4.9 Bachelor of Science in Industrial Engineering | |  |  |
| 4.9.1 An ability to perform services in the Firm of Analysis, Design,  Preparation of Plans, Estimates and Implementation of Work  Standards, Statistical Process control system. | |  |  |
| 4.9.2 Manufacturing and Service Facilities | |  |  |
| 4.9.3 Operation Research Models for Production, Operations and/or  Information Systems | |  |  |
| 4.9.4 Must be Exposed to Process Cost Analysis and Time Study | |  |  |
| 4.10 Bachelor of Science in Electrical Engineering | |  |  |
| 4.10.1 Designing | |  |  |
| 4.10.2 Consultancy | |  |  |
| 4.10.3 Project Estimation; | |  |  |
| 4.10.4 Project Engineering; | |  |  |
| 4.10.5 Safety Engineering; | |  |  |
| 4.10.6 Project Management; | |  |  |
| 4.10.7 Research and Development: | |  |  |
| a.1 Product Conceptualization; | |  |  |
| b.2 Laboratory Works | |  |  |
| 4.10.8 Operation: | |  |  |
| a.1 Tending of Electrical Equipment and System; | |  |  |
| b.2 Management of Electrical Equipment, Manufacturing and Repair; | |  |  |
| 4.10.9 Sales: | |  |  |
| a.1 Estimation; | |  |  |
| b.2 Application | |  |  |
| 4.10.10 Maintenance: | |  |  |
| a.1 Upkeep of Electrical Equipment; | |  |  |
| a.2 Upgrade and Modification | |  |  |

Assessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Signature Designation

Remarks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Memorandum **of Agreement** for Local/ Regional/ National Training)

Annex A (To be included in the journal compilation)

**READINGS**

**I. Tips on Work Habits**

1. Success is a positive attitude. More people are fired for a poor attitude than for all other reasons. Be willing to meet new people, try new activities, and learn new skills.
2. Listen to instructions carefully; repeat them back to check if you heard correctly; ask questions.
3. Don’t be afraid to ask for advice or training and thank everyone who helps you.
4. Ask questions! It is better to ask than to make a mistake because you were afraid to ask.
5. Report any mistakes to your immediate supervisor; use the mistake as a learning experience.
6. Be able to take criticism; see it as an opportunity to learn something new.
7. Dress appropriately; ask about the dress code.
8. Arrive early and work until your shift is over. When you’re on the job, work on the job.
9. If you must be late or absent, phone your supervisor. Miss work for emergencies only.
10. Except for emergencies, don’t make personal phone calls and don’t entertain visitors from your personal life at your work site,
11. Keep most personal problems at home, but confide in your supervisor if you can’t keep a problem from affecting your work or your demeanor.
12. Keep your work area neat.
13. Don’t just quit. Talk with your supervisor about any discomfort you may be having and try to find a solution.

**Personal Traits an Employer Seeks Why People Are Dismissed**

Learns quickly Unable to get along with others

Works without constant supervision Is dishonest

Puts in a good day’s work Is poorly dressed or groomed

Has self-confidence Has too many days absent or late

Has warmth and sense of humor Work is too slow or inaccurate

Displays mature behavior Will not follow orders

Is willing to be flexible Abuses alcohol or drugs

Has integrity and ethics Does not follow safety rules

Breaks are too frequent or too long

www.career.iupui.edu/workhabits.htm

**II. Seven Qualities of High Achievers**

1. What makes a person a high achiever in life?
2. *Anthony Robbins writes that there are seven characteristics that make a person rise to his potentials:*
3. **Passion.** These people have discovered a consumption reason and purpose that drives them to do and grow. There is no greatness without a passion to be great, whether to be an athlete or a scientist.
4. **Belief.** Our beliefs about what we are and what we can be will determine what we will be. Narrow worldviews can limit our capacities, whereas belief in what are possible opens the opportunity for accomplishing them.
5. **Strategy.** A way of organizing resources. It is also knowing what to learn, whom to meet, and what to do.
6. **Clarity of Values.** Values are specific belief systems about what is right or wrong for our lives. They are judgments about what makes life worth living. Clarity of values and principles is one of the most important keys to achieving excellence.
7. **Energy.** People who may know what to do and how to do it, but may not have the vitality to pursue it, will not be able to achieve their dreams. This vitality is not only physical but also mental and spiritual.
8. **Bonding power.** Successful people have the ability to connect and have rapport with people.
9. **Mastery of Communication.** The way we communicate with others and with ourselves will develop the quality of our lives. One must be able to communicate one’s visions and missions.

- Courtesy of Peace Ideas,

A Quarterly Publication of the Peace Center,

Theosophical Society in the Philippines

**III. Characteristics of the Ethical Office Professional**

a) **Makes Ethical Decisions**

Ask yourself these questions:

1. If my actions appeared in the newspaper, would I feel okay about everyone reading what occurred?
2. Is what I anticipate doing legal?
3. Could I proudly tell my spouse, my parents, or my children about my actions?
4. Will I be proud of my actions one day, one week, and one year from the present?
5. Do my actions fit with who I think I am?

b)**Supports Ethical Behavior**

Whenever you, as an office professional, encounter someone whose words or deeds indicate that the person does not respond to an ethical organization, take a stand.

c) **Refuses to Engage in Negative Office Politics**

d) **Accepts Constructive Criticism**

Keep an open mind; realize that you have much to learn and that all of us make mistakes.

e)**Observes Office Hours**

Get to work in sufficient time in order to begin work on time.

f) **Accepts Responsibilities**

He or she performs these tasks to the best of his or her ability.

g) **Maintains Honesty and Integrity**

The ethical employee understands that supplies and equipment belong to the company.

1. Company supplies (such as pens, pencils, paper clips, disks, and paper) are never taken for personal use.
2. Company equipment (such as computers) remains on company property unless express permission is granted for business use at home.
3. Personal mail remains personal; company stationery and postage are not used.
4. Personal telephone calls (local calls) are kept to a minimum; personal long distance calls are not made on company time and at company expense.
5. Software is the property of the company; it is not copied or taken home for personal use.
6. Office copiers are used for the business of the company; personal copies are not made.

h) **Respects Privacy**

Confidentiality is crucial in a business, and the ethical employee understands and upholds this concept.

i) **Is Open to Change**

He or she understands that technology and global competitiveness require constant change.

j) **Is Loyal**

The ethical employee is loyal to the company but not in an unquestioning sense.

k) **Keeps the Faith**

The ethical employee keeps the faith. The employee understands that changing behaviors is slow but that the commitment to ethics must be upheld even when the organization seems to be mired in behaviors that do not support the stated ethical policies.

**IV. 5S Approach for Productivity and Quality Improvement**

**What is 5S?**

“5S” stands for 5 Japanese words all starting with S. But, in the Philippines, someone translated these Japanese words into 5 English words also starting with S. Therefore, it is not necessary to remember 5 S in Japanese. What is important is to understand what it means and practice it rather than just memorizing the words.

**Japanese English Brief Explanation**

SEIRI SORT Take out unnecessary

items and dispose

SEITON SYSTEMATIZE Arrange necessary items

in good order for use

SEISO SWEEP Clean your work place

SEIKETSU SANITIZE Maintain high standard

of house keeping

SHITSUKE SELF-DISCIPLINE Do things spontaneously

without being told or

ordered

**V. Principles from “How to Win Friends and Influence People”**

1. **Become a friendlier Person**
2. Don’t criticize, condemn or complain.
3. Give honest, sincere appreciation.
4. Arouse in the other person an eager want.
5. Become genuinely interested in other people.
6. Smile.
7. Remember that a person’s name is to him or her sweetest and most important sound in any language.
8. Be good listener. Encourage others to talk about them.
9. Talk in terms of the other person’s interests.
10. Make the other person feel important – and do it sincerely.
11. **Win your people to your way of thinking**

1. The only way to get the best of an argument is to avoid it.

2. Show respect for the other person’s opinions.

3. If you are wrong, admit it quickly and emphatically.

4. Begin in a friendly way.

5. Get the other person saying “Yes, Yes” immediately.

6. Let the other person feel that the idea is his or hers.

7. Let the other person do a great deal of the talking.

8. Try honestly to see things from the other person’s point of view.

9. Appeal to the nobler motives.

10. Be sympathetic with the other person’s ideas and desires.

11. Dramatize your ideas.

12. Throw down a challenge.

**VI. Tips for Writing an Application Letter**

1. **Application or Cover Letter**

The purpose of this letter is to get your enclosed resume read and to generate interviews. Use this type of letter in response to specific job advertisements and vacancy announcements. Your strategy is to demonstrate that your qualifications fit the requirements of the position. Study the position description carefully and decide on one or more themes – education, experience, interests, responsibility, etc. – that show persuasively how well you fit the position. Link major job dimensions with you related past performances and experience.

1. **Template: cover letter**

<Your Name >

< Mailing Address >

< Contact Number >

< E-mail Address >

Today’s date

Your addressee’s name

Professional title

Organization name

Mailing address

Dear Mr. (or Ms.) Last name,

Start your letter with a grabber-a statement that establishes a connection with your reader, a probing question, or a quotable quote, briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume. You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next. (e.g., call the employer) or investigate the reader to contact you to set up an interview. Close by saying “thank you”.

Sincerely yours,

*Your handwritten signature*

Your name

Enclosure: resume

**VII. How to Prepare an Effective Resume**

1. **Resume Essentials**

Before you write, take time to do self-assessment on paper.

1. **The Content of your Resume**

Name, address, telephone number, e-mail address

All your contact information should go at the top of your resume.

-Avoid nicknames.

-Use a permanent address. Use your parents’ address, a friend’s address, or the address you plan to use after graduation.

**-**Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.

**-**Add your e-mail address. Many employers will find it useful. (Note: choose an e-mail address that sounds professional.)

**-**Include your website address only if the web page reflects your professional ambitions.

1. **Objective or Summary**

An objective tells potential employers the sort of work you’re hoping to do.

-Be specific about the job you want.

-Tailor your objective to each employer you target every job you seek.

1. **Education**

New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.

-Your most recent educational information is listed first.

-Include your degree (BSIT, BSEE, BSME), major, institution attended, minor/ concentration.

-Add your grade point average (GPA) if it is high

-Mention academic honors

1. **Work Experience**

Briefly give the employer an overview of work that has taught you skills. Use *action* words to describe your duties. Include your work experience in reverse chronological order-that is, put your last job first and work backward to your first, relevant job.

Include:

Title of position

Name of organization

Location of work (town, city)

Dates of employment

Describe your work responsibilities with emphasis on specific skills and achievements.

1. **Other Information**

A staff member at your career services office can advise you on other information to add to you resume. You may want to add:

-Key or special skills or competencies

-Leadership experience in volunteer organizations

-Participation in sports

-References

1. **References**

Ask people if they are willing to serve as references before you give their names to a potential employer. Do not include your reference information on your resume. You may note at the bottom of your resume: “References furnished on request.”

1. **Resume Check-up**

You’ve written your resume. It’s time to have it reviewed and critiqued by a career counselor. You can also take the following steps to ensure quality:

Content:

-Run a spell check on your resume.

-Get a friend (an English major would do nicely) to do a grammar review.

-Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

**VIII. Interviewing Tips**

**Pre-Interview**

* 1. Don’t insist on making your interview at a time inconvenient for the interviewer. If you are told just to drop by, ask for a good time frame. Don’t drop in during the lunch hour or too close to closing.
  2. Think ahead about your skills that are related to the job and be prepared to discuss them.
  3. Think about ahead about your realistic job needs and be prepared to ask questions related to having those expectations met. Pay and time off should be last on the agenda.
  4. Know the title and all other available details about the job for which you are applying. Learn something about the company, agency, institution, or department before the interview.
  5. Dress conservatively. Don’t let distractions such as inappropriate grooming or gum-chewing give a bad impression of you. Remind yourself to maintain good posture standing and sitting.
  6. Don’t wear perfume; don’t smoke just before or during the interview.
  7. Have your identity card with you. Know your phone number and an alternate phone number. An email address is helpful.
  8. Get to the interview a few minutes early. Make sure you know how to get there and allow plenty of time. If necessary, call the receptionist for directions. Go to the interview alone.

**The Interview**

1. As soon as you are in sight of the building where you will be interviewed, consider yourself on the interview.
2. Use the interviewer’s last name. If you don’t know whether the interview is Miss, Mrs., Dr., etc., ask the receptionist. The receptionist should be treated with courtesy also and could be addressed as Mr. or Ms. unless a nameplate indicates otherwise.
3. Shake hands if offered; make eye contact and use a firm handshake, but don’t crush bones!
4. Once in the interviewer’s office, don’t sit down until asked to do so.
   1. If offered anything to eat or drink, it is better to decline the offer with a “No thanks.”
5. Let the interviewer do most of the talking.
6. Try to sound enthusiastic; smile. When you have the opportunity, tell the interviewer why you are interested in the job. Show that you know something about the organization’s purpose.
7. Show a willingness to explore new areas and learn new skills, but don’t say “I’ll take anything.” Be confident but realistic about what you actually can do and want to do.
8. Don’t watch your watch, but don’t try to prolong the interview or hang around afterward.
9. Don’t tell a prospective employer about the turndowns you’ve had and don’t speak negatively about past employers.
10. Don’t act disgruntled if you are asked to take employment tests.
11. Don’t fiddle with objects (pens/pencils/paperclips); keep your hands off the interviewers’ desk.
12. If the interviewer doesn’t ask everything you’d like him/her to know about you, offer the information when you have the opportunity to speak.
13. At the end of the interview, ask for the next step. Should you call and when? Or will you be called and when might you expect to hear?
14. Thank the interviewer for seeing you. Thank the receptionist for being helpful.
15. Go directly home and write a thank-you note to the interviewer.

**IX. Training Precautionary Measures**

Precautionary measures refer to the behavior of the student that would not bring disgrace or dishonor to himself/herself, to the College and to the recommending person while undergoing Training.

Every student trainee is enjoined to observe the following precautionary measures:

1. Do not operate any equipment unless authorized by your supervisor and/or unless you are confident on your competence to operate such equipment.
2. If given full authority and discretion to operate equipment or manage an operation, 0work within the bounds of your responsibility.
3. Do not bring any company property to your residence unless authorized.
4. Never report for duty under the influence of liquor.
5. Observe strictly the provisions of the Student Handbook and Company Policy Handbook/Company culture.
6. Observe company policies by heart.
7. Refrain from off-duty socialization with superiors, unless work-related.