**Aug 20.**

**Grading System: 70% Performance Evaluation of Company**

**30% Teacher’s grade**

**Performance Evaluation 70 % Grade:**

1. Quality of work= The performance or work done by the student in accordance with the requirements of the company
2. Attitude towards work= The students show enthusiasm and interest for the assigned task
3. Judgement= The students shows ability to make sound decision pertaining the assigned task
4. Cooperation= The students shows ability to work and get along well with his superiors and peers.
5. Dependability=The student can be relied upon to accomplish the assigned task on time.
6. Comprehension= The student shows ability to understand instruction pertaining to the assigned task.
7. Creativity=The students shows ability to innovate or apply new ideas in solving problem related to the assigned task
8. Accuracy=The student accomplished the task according to the specified instruction
9. Communication skill=The student shows ability to speak and write clearly and correctly in English and Filipino.
10. Attendance and Punctuality= The students report for work regularly and on time.

**Company Visitation start August 23,2016**

Procedures:

1. Informed the students about the visitation. The OJT adviser will inform the students through text the exact date and estimated time of arrival so that he could inform his supervisor about it.
2. Upon the approval of the supervisor, students will reply to the OJT Adviser through text the confirmation of the schedule. Then the appointment is settled.
3. On the date of the visitation, the OJT Adviser will inform the students about his/her arrival and will proceed to the office.
4. Conversation is between the OJT Adviser and OJT Supervisor. Feedbacks about student’s performance will be asked by the OJT Adviser.

Before ako mag visit sana na submit nyo n Form 1,2,3 LOR. Lagay lang sa table ko please. And put it in orange clearbook.

OJT REQUIREMENTS: Dto ko ko kukunin grade nyo. Dapat kumpleto bago mag OCT 10,2016(graduating students only)

* OJT Form No. 1 – Application Form for On-the-Job Training

Check all the data if complete. No erasure signed by the ojt coordinator

* OJT Form No. 2 – Pre-OJT Deployment Interview
* OJT Form No. 3 – Information and Monitoring Form

2x2 Picture needed.

* Letter of Request (LOR) from the OJT Office signed by Prof. Espiritu (UE Caloocan, OJT Coordinator) and the company.
* Pictures at Work (Format and Forms are downloadable at your portal

Reminders:

* Minimum of 6 pictures with your supervisors, other employees, co-OJT students, at work (working area) doing the tasks, duties and responsibilities assigned to you.
* Put caption for EACH picture, write the names of the people in the picture
* Size is 3R. It could be printed.
* Daily or Weekly Activities Monitoring Sheet signed by your OJT Supervisor (tabular form)

You have to write the details of your job assigned to you daily, if you have accomplished it or still on-going.

* Photocopy of CERTIFICATE OF COMPLETION (indicating that you have competed 600 hours)
* Evaluation Form (Downloadable on your portal)

On this form, several questions must be answered by the OJT students about the company, the OJT office and the OJT Adviser.

* Sealed and Signed Envelope containing the UE OJT Office Grading Sheet (Yellow)

During the OJT Adviser visitation, the adviser will hand over to the OJT Supervisor the Grading Sheet. It must be returned to the student in a sealed and signed envelope. It must be returned back to the OJT Supervisor upon completion of the OJT Requirements. Only the OJT Adviser has the authority to open it.

* OJT Student Resume

Additional Requirement by the OJT Adviser: Paiwan din ito sa table ko. Referenece ko kapag nagvisit na ako.

* Company Destination (bond paper)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CP number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| FROM | TO | TYPE OF VEHICLE |
| UE Caloocan | LRT Station | Jeep |
| Monumento Station | Vito Cruz | LRT |
| Vito Cruz | Company Location | Tricycle |
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Or TEXT me 09392094448 pag wala na time. San Company kau at paano ko kau mapupuntahan