**OFFICE OF THE OJT COORDINATOR**

**ON-THE-JOB TRAINING JOURNAL**

**Name of host Establishment Industry**

**Address of Host Establishment Industry**

**Submitted to**

**Office of the OJT Coordinator**

**Southern Leyte State University**

**San Juan, Southern Leyte**

**Submitted by**

**BS Information Technology 4th Year**

**Major in Programming**

**Date Submitted: May , 2023**

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# **APPROVAL SHEET**

# **Acknowledgement**

# **INTRODUCTION**

## **Rationale**

On-the-job Training (OJT) programs are course requirements providing an opportunity to apply theories, principles, and ideas learned by the studies under supervision. These training programs expose the students to work realities that will ideally hone their skills and prepare them once they graduated.

On-the-job Training provides an opportunity to not only apply the learnings of the students but also enhance the technical knowledge, skills, and attitudes of the students towards necessary for satisfactory job performance.

OJT also provides students with a guide for actual workplace experience, exposure to various management styles, industrial and procedures of various occupations in their fields of learning.

OJT serves as a venue where students earn experience in career position relevant to their choice of academic degrees as well as open up another future career towards decent and gainful employment.

## **Company Profile**

# **COMPANY ORGANIZATION STRUCTURE/ CHART**

# **BODY**

## **Weekly Progress Report**

Name:

Week #: Date:

|  |  |
| --- | --- |
| Duties Performed this week: | |
| What new training/s took place this week? | |
| What were your accomplishments based on the proposed Activities in your Training Schedule Form? Provide a detailed description of the task involved in the accomplishment. | |
| **PROPOSED ACTIVITIES** | **ACCOMPLISHMENTS** |
|  |  |
| What problems have you encountered this week? | |
| How did you overcome or solve those problems? | |
| List one or two goals you have set for yourself next week. | |

Noted by:

OJT Supervisor

## **Monthly Report**

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|  |  |
| --- | --- |
| Monthly OJT Status Report  (encoded entry) | |
| Name of OJT: | Course & Major: |
| Name of Host Establishment Industry: | (Inclusive Date) From: |
| Department: | To: |
| Summary of Monthly Activities: | Learning/ Insights: |
| Remarks:            NOTED:  OJT Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature Over Printed Name) | Remarks:                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  OJT Chairman  (Signature Over Printed Name) |

# **RECOMMENDATION**

## **Overall Suggestions or Comments**

# **APPENDICES**

## **Pictorial in all Training Areas**

## **DAILY ATTENDANCE AND ACCOMPLISHMENT**

**Student Name: Internship Site**

**For the Period To**

Beginning Date to Ending Date

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Morning Time | | Afternoon Time | | Total Hours | Verified By |
| In | Out | In | Out |
| January 24, 2023 |  |  |  |  |  |  |
| January 25, 2023 |  |  |  |  |  |  |
| January 26, 2023 |  |  |  |  |  |  |
| January 27, 2023 |  |  |  |  |  |  |
| January 30, 2023 |  |  |  |  |  |  |
| January 31, 2023 |  |  |  |  |  |  |
| February 01, 2023 |  |  |  |  |  |  |
| February 02, 2023 |  |  |  |  |  |  |
| February 03, 2023 |  |  |  |  |  |  |
| February 06, 2023 |  |  |  |  |  |  |
| February 07, 2023 |  |  |  |  |  |  |
| February 08, 2023 |  |  |  |  |  |  |
| February 09, 2023 |  |  |  |  |  |  |
| February 10, 2023 |  |  |  |  |  |  |
| February 13, 2023 |  |  |  |  |  |  |
| February 14, 2023 |  |  |  |  |  |  |
| February 15, 2023 |  |  |  |  |  |  |
| February 16, 2023 |  |  |  |  |  |  |
| February 17, 2023 |  |  |  |  |  |  |
| February 20, 2023 |  |  |  |  |  |  |
| February 21, 2023 |  |  |  |  |  |  |
| February 22, 2023 |  |  |  |  |  |  |
| February 23, 2023 |  |  |  |  |  |  |
| February 24, 2023 |  |  |  |  |  |  |
| February 27, 2023 |  |  |  |  |  |  |
| February 28, 2023 |  |  |  |  |  |  |
| March 01, 2023 |  |  |  |  |  |  |
| March 02, 2023 |  |  |  |  |  |  |
| March 03, 2023 |  |  |  |  |  |  |
| March 06, 2023 |  |  |  |  |  |  |
| March 07, 2023 |  |  |  |  |  |  |
| March 08, 2023 |  |  |  |  |  |  |
| March 09, 2023 |  |  |  |  |  |  |
| March 10, 2023 |  |  |  |  |  |  |
| March 13, 2023 |  |  |  |  |  |  |
| March 14, 2023 |  |  |  |  |  |  |
| March 15, 2023 |  |  |  |  |  |  |
| March 16, 2023 |  |  |  |  |  |  |
| March 17, 2023 |  |  |  |  |  |  |
| March 20, 2023 |  |  |  |  |  |  |
| March 21, 2023 |  |  |  |  |  |  |
| March 22, 2023 |  |  |  |  |  |  |
| March 23, 2023 |  |  |  |  |  |  |
| March 24, 2023 |  |  |  |  |  |  |
| March 27, 2023 |  |  |  |  |  |  |
| March 28, 2023 |  |  |  |  |  |  |
| March 29, 2023 |  |  |  |  |  |  |
| March 30, 2023 |  |  |  |  |  |  |
| March 31, 2023 |  |  |  |  |  |  |
| April 03, 2023 |  |  |  |  |  |  |
| April 04, 2023 |  |  |  |  |  |  |
| April 05, 2023 |  |  |  |  |  |  |
| April 06, 2023 |  |  |  |  |  |  |
| April 07, 2023 |  |  |  |  |  |  |
| April 10, 2023 |  |  |  |  |  |  |
| April 11, 2023 |  |  |  |  |  |  |
| April 12, 2023 |  |  |  |  |  |  |
| April 13, 2023 |  |  |  |  |  |  |
| April 14, 2023 |  |  |  |  |  |  |
| April 17, 2023 |  |  |  |  |  |  |
| April 18, 2023 |  |  |  |  |  |  |
| April 19, 2023 |  |  |  |  |  |  |
| April 20, 2023 |  |  |  |  |  |  |
| April 21, 2023 |  |  |  |  |  |  |
| April 22, 2023 |  |  |  |  |  |  |
| April 24, 2023 |  |  |  |  |  |  |
| April 25, 2023 |  |  |  |  |  |  |
| April 26, 2023 |  |  |  |  |  |  |
| April 27, 2023 |  |  |  |  |  |  |
| April 28, 2023 |  |  |  |  |  |  |
| May 02, 2023 |  |  |  |  |  |  |
| May 03, 2023 |  |  |  |  |  |  |
| May 04, 2023 |  |  |  |  |  |  |
| May 05, 2023 |  |  |  |  |  |  |
| May 08, 2023 |  |  |  |  |  |  |
| May 09, 2023 |  |  |  |  |  |  |
| May 10, 2023 |  |  |  |  |  |  |
| May 11, 2023 |  |  |  |  |  |  |
| May 12, 2023 |  |  |  |  |  |  |
| May 13, 2023 |  |  |  |  |  |  |

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**CCSIT DEPARTMENT**

## **ACCEPTANCE LETTER**

Date:

OJT Coordinator

Southern Leyte State University

San Juan, Southern Leyte

Sir:

This is to inform your good office that Mr./Ms.\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_student, has been accepted to undergo ON – THE – JOB TRAINING with us.

He started his/her training last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ with a minimum of \_\_\_\_\_\_ hours a day for a total of \_\_\_\_\_ hours a week.

Very truly yours,

(Printed Name & Signature of Company Representative)

(Designation/Position)

(Name of Host Establishment Industry)

(Address)

(Telephone No. of the Office/Company)

(Email Ad of HR Officer/Manager /Training Coordinator)

## **Resume**

## **Parent’s Consent Waiver**

## **Official Registration Form**

# **IMPORTANT REQUIREMENTS**

## **Certificate of Completion**

## **OJT Evaluation Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OJT Form No. 7 Evaluation Form of OJT Experience** (encoded entry) | | | | | |
| Name of On- the- Job Trainee: | | | | | |
| Course and Major : | | | | | |
| Name of Host Establishment Industry : | | | | | |
| Name of OJT Supervisor : | | | | | |
| Instructions: Rate your OJT experience according to the criteria by checking the appropriate box corresponding to the rating you provide for each statement. Thank you for your cooperation.    **5** Strongly Agree **4** Agree  **3** Uncertain  **2** Disagree **1** Strongly Disagree | | | | | |
| **Criteria** |  |  |  |  |  |
| 1. My OJT experience developed my self-confidence and positive attitudes towards work. |  |  |  |  |  |
| 2. It provided me with assignments/tasks related to my field of specialization. |  |  |  |  |  |
| 3. It provided me with the opportunity to perform progressively more advanced task. |  |  |  |  |  |
| 4. It provided me with an educationally meaningful experience. |  |  |  |  |  |
| 5. It provided me employment opportunity after graduation. |  |  |  |  |  |
| 6. My OJT supervisor was reasonable and fair. |  |  |  |  |  |
| 7. My OJT supervisor periodically discussed my performance with me. |  |  |  |  |  |
| 8. My co – workers were friendly and courteous. |  |  |  |  |  |
| 9. The company rules and regulations were explained clearly to me. |  |  |  |  |  |
| 10. The cooperating industry has adequate, modern facilities and equipment. |  |  |  |  |  |
| Remarks/ Suggestions: |  |  |  |  |  |
| Student’s Signature: | Date: |  |  |  |  |

## **OJT Performance Rating Sheet**

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**DEPARTMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **OJT PERFORMANCE RATING SHEET** | | | |
| Student: | Major: | | Training Period: |
| **Instructions:** This report is to be completed by the immediate supervisor of the OJT and to be returned to the OJT Coordinator. In the space from the left, encircle the rating that describes the OJT most accurately. Total the value for all responses and record in the Total Scores section | | | |
| **Productivity**  1 2 Fails to do an adequate job  3 4 Does just enough to get by  5 6 Maintains constant level of performance  7 8 Very industrious, does more than required  9 10 Superior work production record | | **Cooperation**  1 2 Uncooperative, antagonistic  3 4 Cooperates reluctantly  5 6 Cooperates willingly when asked  7 8 Cooperates and cheerfully  9 10 Always cooperates eagerly and cheerfully | |
| **Ability to follow Instructions**  1 2 Unable to follow instructions  3 4 Needs repeated detailed instructions  5 6 Follows most instructions without difficulty  7 8 Follows instructions no difficulty  9 10 Uses initiative in interpreting and following instructions | | **Ability to Get Along with People**  1 2 Frequently rude and unfriendly  3 4 Has some difficulty working with others  5 6 Usually gets along well with people  7 8 Is courteous and tactful with people  9 10 Exceptionally well accepted by peers and supervisor | |
| **Initiative**  1 2 Always attempts to avoid work  3 4 Sometimes attempts avoid work  5 6 Does assign job willingly  7 8 Does more than assigned job willingly  9 10 Shows resourcefulness in going beyond assigned job | | **Attendance**  1 2 Often absent without good excuse  3 4 Frequently late  5 6 Usually present and on time  7 8 Very prompt and regular in attendance  9 10 Always prompt and regular, volunteer for overtime when asked | |
| **Quality of Work**  1 2 Does almost no acceptable work  3 4 Does less than required amount of satisfactory work  5 6 Does normal amount of acceptable work  7 8 Does more than required amount of neat, accurate wok  9 10 Shows special attitude for doing neat, accurate work beyond required amount | | **Appearance/ Grooming**  1 2 Untidy or inappropriately groomed  3 4 Sometimes neglected of appearance  5 6 Satisfactory appearance  7 8 Carefully about personal appearance  9 10 Exceptionally neat, and appropriate groomed | |
| **Dependability**  1 2 Unreliable  3 4 Sometimes fails in obligations  5 6 Meets obligations under supervision  7 8 Meets obligation under little supervision  9 10 Meets obligation without supervision | | **Overall Performance**  1 2 Unsatisfactory  3 4 Below average  5 6 Average  7 8 Very good  9 10 Outstanding | |
| **TOTAL SCORE: AFAFAS GRADE EQUIVALENT: DBSDSB (**please refer to Table on Numerical Rating below) | | | |
|  | | OJT Supervisor (Printed Name & Signature) | |

|  |  |
| --- | --- |
| Describe the On-The-Job Trainee’s areas of strengths. | |
| Describe the On-The-Job Trainee’s that need improvement. | |
| OJT Supervisor’s Printed Name | Position |
| OJT Supervisor’s Signature | Date |
| Name of Host Establishment Industry | Address |

**Table on Numerical Rating with Equivalent Point Grades**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SCORE | GRADE | 7-POINT  SCALE | SCORE | GRADE | 7-POINT  SCALE |
| 98-100 | 95 | 1.0 | 49-52 | 82 | 2.3 |
| 95-97 | 94 | 1.1 | 45-48 | 81 | 2.4 |
| 92-94 | 93 | 1.2 | 41-44 | 80 | 2.5 |
| 89-91 | 92 | 1.3 | 37-40 | 79 | 2.6 |
| 85-88 | 91 | 1.4 | 33-36 | 78 | 2.7 |
| 81-84 | 90 | 1.5 | 29-32 | 77 | 2.8 |
| 77-80 | 89 | 1.6 | 25-28 | 76 | 2.9 |
| 73-76 | 88 | 1.7 | 21-24 | 75 | 3.0 |
| 69-72 | 87 | 1.8 | 17-20 | 74 | 3.1 |
| 65-68 | 86 | 1.9 | 12-16 | 73 | 3.2 |
| 61-64 | 85 | 2.0 | 8-11 | 72 | 3.3 |
| 57-60 | 84 | 2.1 | 4-7 | 71 | 3.4 |
| 53-56 | 83 | 2.2 | 0-3 | 70 | 3.5 |

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|  |  |
| --- | --- |
| **DESCRIPTIVE FEEDBACK ON OJT PERFORMANCE** | |
| Describe the On-The-Job Trainee’s areas of strengths. | |
| Describe the On-The-Job Trainee’s that need improvement. | |
| OJT Supervisor’s Printed Name | Position |
| OJT Supervisor’s Signature | Date |
| Name of Host Establishment Industry | Address |

OFFICE OF THE OJT COORDINATOR

INFORMATION TECHNOLOGY DEPARTMENT

## **Final Rating Sheet of On-the-Job Trainee**

Name: encode

Course and Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, School year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Components | Raw Score | Weighted Rating |
| 1. Rating by the Host Establishment Industry (70%) |  |  |
| 1. OJT Journal (20%) |  |  |
| 1. Attendance in OJT Activities (10%) |  |  |
| Total |  |  |

**EDUARDSON E. TALOSIG, MSIT**

OJT Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date