

	Reference No.: BatStateU-FO-OJT-03	Effectivity Date: May 18, 2022	Revision No.: 01		
STUDENT-TRAINEE’S PERFORMANCE APPRAISAL REPORT					
Student Trainee/ Program/ Year Level		Name of Company			
Semester/ No. of Training Hours		Address of Company			
Part I – DIRECTION: Please rate by checking the appropriate column that best describes the performance of the above student trainee. Please use the ratings as follows: Five (5) being the highest and one (1) the lowest.					
CRITERIA	5 Outstanding	4 Very Satisfactory	3 Satisfactory	2 Unsatisfactory	1 Poor
ATTENDANCE & PUNCTUALITY					
1. Reports on time					
2. Reports regularly					
3. Requests permission before being absent					
PERFORMANCE					
1. Knows his/her work well					
2. Completes assignment on time					
3. Works with speed and accuracy					
4. Ensures quality of work					
5. Produces much output with less time					
6. Displays resourcefulness					
7. Requires less supervision					
8. Has initiative					
GENERAL ATTITUDE					
1. Shows interest in his/her work					
2. Accepts suggestions					
3. Cooperates well with everybody					
4. Exhibits honesty and dependability					
5. Follows instruction					
6. Observes safety rules and regulations					
7. Accepts responsibility					
8. Respects superiors					
9. Shows friendliness and pleasant attitude					
TOTAL POINTS:					
COMMENTS/SUGGESTIONS:					
Pursuant to Republic Act No. 10173, also known as the Data Privacy Act of 2012, the Batangas State University, the National Engineering University, recognizes its commitment to protect and respect the privacy of its customers and/or stakeholders and ensure that all information collected from them are all processed in accordance with the principles of transparency, legitimate purpose and proportionality mandated under the Data Privacy Act of 2012.					
Rated by:					
Signature over Printed Name of Training Supervisor					
Date:					
Part II – To be accomplished by the OJT Coordinator:					
Name of Student-Trainee:			Program/Year:		
Name of Company:			Semester: A.Y.:		
Part III – In-Plant Performance Appraisal					
OJT Coordinator Performance Appraisal and other requirements					
60% =					
40% =					
Total: 100% =					
Final Grade:					
Grading System					
Numerical Grade	Equivalent	Description	Numerical Grade	Equivalent	Description
1.00	98-100	Excellent	2.50	80-82	Satisfactory
1.25	94-97	Superior	2.75	78-79	Fairly Satisfactory
1.50	90-93	Very Good	3.00	75-77	Passing
1.75	88-89	Good	5.00	Below 75	Failure
2.00	85-87	Meritorious	Inc.		Incomplete
2.25	83-84	Very Satisfactory	Drp		Dropped
Rater:					
Signature over Printed Name of OJT Coordinator					
Date:					