



College of Computer Studies

ON-THE-JOB TRAINING EVALUATION REPORT

Name of Trainee : Jhelyn Joy V. Alo  
Company Name : Quilaton Law Office  
Course & Section : Bachelor of Science in Information Systems (BSIS) - A

Please rate the Student’s overall practicum performance according to the rating scale below:

- 1 Did not meet job requirements. Significant performance improvement is urgently needed.
- 2 Met minimum job requirements. Work improvement plans were needed to bring performance to a satisfactory level.
- 3 Met normal job requirements with few expectations. Improvements in performance are needed in one or more elements.
- 4 Fully met a job requirement. Performance is what is expected of a person in his/her position.
- 5 Exceed job requirements. The students' performance was impressive and exceeded what was normally expected of them in this position.
- NA Not applicable

Criteria / Rating	1	2	3	4	5
WORK HABITS					
1. Punctual					
2. Reports regularly					
3. Perform tasks without much supervision.					
4. Practices self-discipline in his/her work.					
5. Demonstrate dedication and commitment to the task assigned to him/her.					
Total Average					
WORK SKILLS					
1. Demonstrates the ability to operate machines needed on the job.					
2. Handles the details of the work assigned to him/her.					
3. Shows flexibility (whenever the need arises) in the process of going through his/her task.					
4. Manifest thoroughness and precise attention to detail.					
5. Fully understands the linkage or connection between his/her task to previous, intervening, and subsequent tasks.					
6. Usually comes up with sound suggestions to problems.					
Total Average					
SOCIAL SKILLS					
1. Shows tact in dealing with different people with whom he/she comes in contact.					
2. Shows respect and courtesy in dealing with peers and superiors.					
3. Willingly help others (whenever necessary) in their task performance.					
4. Is capable of learning from and listening to co-workers.					
5. Shows appreciation and gratitude for any form of assistance granted to him/her by others.					
6. Shows poise and self-confidence and is always well-groomed.					
7. Shows emotional maturity.					
Total Average					
OVERALL AVERAGE RATING					

Comments/Suggestions:

ATTY. ABELARDO C. QUILATON JR.  
Supervisors' Signature over Printed Name  
Date: \_\_\_\_\_





# Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

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*(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development, and Nation-building)*

## College of Computer Studies

### ON-THE-JOB TRAINING EVALUATION FORM

Name of Trainee:	Jhelyn Joy V. Alo
Training Company:	Quilaton Law Office
Company Address:	5F, Park Centrale , Bldg. J.M del mar St, Apas, Cebu City
Contact Person:	Atty. Abelardo C. Quilaton Jr.

Inclusive Date of Training:	From February 27 to May 24, 2024
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Date of Evaluation:	April 12, 2024	Date of Last Evaluation:	April 12, 2024
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Employability:	<input type="checkbox"/> OJT Trainee <input type="checkbox"/> Probationary <input type="checkbox"/> Contractual <input type="checkbox"/> Casual <input type="checkbox"/> Regular <input type="checkbox"/> Applicant	Allowance/Salary: NONE  Telephone No: 09992285498
If employed, specify the name of the company: _____		

### QUESTIONNAIRE

ASSIGNMENT	DEPARTMENT:	OTHER DEPT. ASSIGNED
	POSITION: ON – THE- JOB TRAINEE	

Describe your duties briefly:	
What do you consider your strongest area of performance?	
In what areas do you feel you have improved the most?	
In what areas do you feel need the most improvement?	
What situation challenged you the most?	
How did you overcome the challenge?	
What did you learn from your experience?	
Do you think your training station is qualified to be one of our university linkages?	
OJTs suggestions/recommendation:	

