

Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus A leading GREEN institution of higher learning in the global community by 2030 (Good governance, Research-oriented, Extension-driven, Education for Sustainable Development, and Nation-building)

College of Computer Studies

ON-THE-JOB TRAINING EVALUATION REPORT

Name of Trainee : Joshua N. Maquimot : Quilaton Law Office **Company Name**

Course & Section : Bachelor of Science in Information Systems (BSIS) - B

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.
- Exceed job requirements. The students' performance was impressive and exceeded what was normally 5 expected of them in this position.
- NA Not applicable

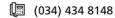
Criteria / Rating			2	3	4	5		
WORK HABITS								
1.	Punctual							
2.	Reports regularly							
3.								
4.	Practices self-discipline in his/her work.							
5.	Demonstrate dedication and commitment to the task assigned to him/her.							
	Total Average							
WORK SKILLS								
1.	Demonstrates the 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							
SC	OCIAL 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							
Con	nments/Suggestions:							

ATTY. ABELARDO C. QUILATON	JR.					
Supervisors' Signature over Printed Name						

Date:



college.computerstudies@chmsc.edu.ph



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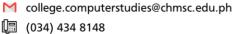
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College of Computer Studies

ON-THE-JOB TRAINING EVALUATION FORM

Name of Trainee:	Joshua N. Maquimot						
Training Company:	Quilaton Law Office						
Company Address:							
Contact Person:							
Inclusive Date of Training: From February 27 to May 24, 2024							
Date of Evaluation:		Date of Last Evaluation:					
Apr	il 12, 2024	April 12, 2024					
	JT Trainee Probationary	Allowance/Salary:					
	ntractual Casual	NONE					
	gular	Talanhana Na.					
If employed, specify the name	or the company.	Telephone No: 09992285498					
		09992200490					
	OUESTION	IAIDE					
	QUESTION	NAIRE					
	DEPARTMENT:	OTHER DEPT. ASSIGNED					
	DEPARTIVIENT.	OTHER DEPT. ASSIGNED					
ASSIGNMENT	POSITION:						
	ON – THE- JOB TRAI	NEE					
	OIV THE GOD HAVE	NEC .					
Describe your duties briefly	:						
What do you consider your							
strongest area of							
performance?							
In what areas do you feel yo	MI						
have improved the most?	, a						
navo improvoa ino mooti							
In what areas do you feel need							
the most improvement?	.cu						
uno most improvenienti							
What situation challenged y	ou						
the most?							
How did you overcome the							
challenge?							
3.							
What did you learn from you	ır						
experience?							
•							
Do you think your training							
station is qualified to be one	•						
of our university linkages?							
OJTs							
suggestions/recommendation	on:						





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