

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 : <u>Jhelyn Joy V. Alo</u> Company Name : <u>Quilaton Law Office</u>

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

Out (- ut - / D - t - .

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		3	4	Э
W	ORK 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					
W	ORK 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.						
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:					
JUII	monto/ouggostions.					

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

Date: _____



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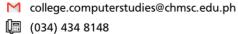
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College of Computer Studies

ON-THE-JOB TRAINING EVALUATION FORM

Name of Trainee:	Jhelyn Joy V. Alo	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							
Date of Evaluation:		Date of Last Evaluation:					
Apr	il 12, 2024	April 12, 2024					
Co	IT Trainee Probationary Intractual Casual IT Grainee Probationary IT Trainee P	Allowance/Salary: NONE Telephone No: 09992285498					
QUESTIONNAIRE							
	DEPARTMENT:	OTHER DEPT. ASSIGNED					
ASSIGNMENT	POSITION:						
	ON – THE- JOB TRAII	NEE					
		-					
Describe your duties briefly	:						
What do you consider your strongest area of performance?							
In what areas do you feel yo have improved the most?	ou l						
In what areas do you feel ne the most improvement?	eed						
What situation challenged y the most?	ou						
How did you overcome the challenge?							
What did you learn from you experience?	ır						
Do you think your training station is qualified to be one of our university linkages?	•						
OJTs suggestions/recommendation	on:						





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