



ON THE JOB TRAINING (OJT) EVALUATION
Trainee’s/School’s Performance Evaluation

Name of the Student (Trainee) :Katrina Ricci C. Batin Course/Major of the Student: BS Computer Engineering
Trainee’s School: Polytechnic University of the Philippines – Sta. Mesa, Manila
Name of the Company/School the Trainee is Assigned: LexMeet Inc.
Company/School Address: Unit 608 6th Floor AIC Burgundy Empire Tower, ADB Ave, Ortigas Center, Pasig, 1605 Metro Manila
Name of the Evaluator: Atty. Marlon Valderama Evaluator’s Signature: _____
Position: Founder/CEO School Term: Summer 2024 Date: _____

Please rate the trainee/School based on the following criteria. Put a check mark on the scale 5 being the highest and 1 as the lowest rating: **5 (Outstanding), 4 (Very Satisfactory), 3 (Satisfactory), 2 (Fair), 1 (Poor)**

| | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| 1 The trainee's performance manifests enough theoretical knowledge gain on pre-requisite subjects | | | | | |
| 2 The Trainee's performance manifests practical/hands-on experience as catalyst to the efficiency in OJT | | | | | |
| 3 The trainee shows high degree of humility and respect to all stakeholders in the company | | | | | |
| 4 The trainee is hone enough to basic industry procedures and decorum | | | | | |
| 5 The trainee regularly and promptly attends to the schedules set by the company | | | | | |
| 6 The trainee easily adapt to the company's culture and shows adherence to policies and practices | | | | | |
| 7 The trainee easily and accurately grasps the technicalities of trainings and consequently delivers | | | | | |
| 8 The trainee exercise efficient monitoring of trainee and collaboration with the company counterpart | | | | | |
| 9 The trainee manifests good background in teamwork | | | | | |
| 10 The trainee exercise resourcefulness and creativity in handling workloads in the training | | | | | |
| 11 The school curriculum contains subjects that are pre requisites to the company's line of work | | | | | |
| 12 The subjects are accurately positions to prepare the trainee for OJT | | | | | |
| 13 The school assigns coordinators advisers who are easy and prompt to collaborate with in relations to the OJT matters | | | | | |
| 14 The school has effective system of deploying the students for OJT | | | | | |
| 15 The school has no pending complaint or derogatory record or image relative to sending students for OJT | | | | | |
| 16 The school promptly provides documents that are necessary in processing the application of trainees for OJT | | | | | |
| 17 The school provides the company with well-defined evaluation system to which trainee's performance shall be rated | | | | | |
| 18 The school exercise efficient monitoring of trainee and collaboration with the company counterpart | | | | | |
| 19 The school implements enough duration of OJT | | | | | |
| 20 The school’s internship program invites lasting collaboration and linkage with the company | | | | | |

Comments: _____

