



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

Name of the Student (Trainee) :Hael Larenz Y. Manalo 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:

