
	<b>TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES</b> Ayala Blvd., Ermita, Manila, 1000, Philippines Tel No. +632-301-3001 local 204  Fax No. +632-521-4063 Email: irjp@tup.edu.ph  Website: www.tup.edu.ph	Index No.	F-IRJ-6.6-TER
		Issue No.	00
		Revision No.	00
		Date	04242017
VAA-IRJ	<b>SUPERVISED INDUSTRIAL TRAINING (SIT) PROGRAM STUDENT-TRAINEE EVALUATION RECORD</b>	Page	1/2
		QAC No.	CC-07212017

NAME OF STUDENT-TRAINEE: <b>RALPH LUNA</b>								COURSE:			
COMPANY: <b>ACHIEVE WITHOUT BORDERS</b>											
CURRENT ASSIGNMENT <b>IT WORKSTATION SUPPORT</b>								WORK PERIOD:			
	1 2		3 4		5 6		7 8		9 10		SCORE
	Poor		Fairly/ Satisfactory		Satisfactory		Very Good		Outstanding		
A. QUALITY OF WORK	Often unsatisfactory		Usually acceptable		Consistently satisfactory		Sometimes Superior		Consistently Superior		8
B. ATTITUDE TOWARDS WORK	Definitely not Interested		Somewhat different		Average in diligence		Very interested and industrious		Outstanding and enthusiasm		8
C. JUDGEMENT	Consistently uses bad judgment		Often uses poor judgment		Usually makes the right decision		Above Average in making decision		Exceptionally mature		7
D. COOPERATION	Unwilling to accept and carry out instruction		Seldom willing to accept and carry out instruction		Generally willing to accept and carry out instruction		Always willing to accept and carry out instruction		Quick to volunteer to accept and carry out instruction		8
E. DEPENDABILITY	Frequently undependable		Occasionally undependable		Dependable most aspect		Dependable all aspect		Highly dependable inspires others		8
F. COMPREHENSION	Always need repeated instruction		Sometimes need repeated instruction		Generally, understand instruction		Understand instruction readily		Understand instruction instantly		8
G. SAFETY	Careless of his own and others safety		Sometimes fail to see on report unsafe condition		Careful and takes precaution not to injure self or others		Observes visible hazard and steps to get them correctly		Quick to some possible hazard and steps to get them correctly		8
OVERALL PERFORMANCE	7-17	18-31	32-35	36-40	41-44	45-49	50-53	54-58	59-62	63-66	67-70
GRADE EQUIVALENTS	5.0	4.0	3.0	2.75	2.5	2.25	2.0	1.75	1.5	1.25	1.0
ATTENDANCE	Regular <input type="checkbox"/> Irregular <input type="checkbox"/> PUNCTUALITY: Regular <input type="checkbox"/> Irregular <input type="checkbox"/>										

Transaction ID	
Signature	

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Have you ever noticed any improvement in the performance of this student-trainee during his/her assignment with your company/agency?

**Yes. Noticeable improvement includes computer troubleshooting and network monitoring.**

In what specific ways does this student-trainee need improvement?

**Needs to improve IT support skills and enhance the ability to diagnose and resolve hardware and software issues efficiently.**

Further suggestions/comments:

**He is fast learner and hardworking. Always willing to learn and knows how to follow instructions properly. Shows good working attitude.**

This report has been discussed with student-trainee,

Yes

No

☐
☐

Jeffrey Baja

Signature over printed name

June 10, 2024

Date

Designation/Position

Transaction ID	
Signature	

