**EVALUATION INSTRUMENT for HOST TRAINING ESTABLISHMENT**

**Name of HTE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Nature of Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Legend:** 



| **Performance Indicators** | **5** | **4** | **3** | **2** | **1** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Provides comprehensive Internship Plan to student-interns (company profile, objectives, job description, knowledge, and competencies, journal/DTR, list of equivalencies, and focal person) |  |  |  |  |  |  |
| 1. Orients student-interns on the standard rules and regulations, policies, potential projects, and respective work assignments in the HTE |  |  |  |  |  |  |
| 1. Commits to let student-interns undergo an Internship Program consistent with the requirements of the University: *Online Training (web-based)* or be subjected to *Work-from-Home* arrangements as delegated by the HTE and under the policies of the University |  |  |  |  |  |  |
| 1. Ensures that student-interns are rendering the training hours within the regular working hours |  |  |  |  |  |  |
| 1. Provides free relevant instruction, exposure, and training to the student-intern, consistent with its policies, rules, and regulations |  |  |  |  |  |  |
| 1. Treats the student-interns in a professional manner, and ensures that the student-interns are not exposed to any form of harassment/unethical practices or tasks and work assignments that are unreasonably risky, dangerous, or unrelated to the purposes of the Internship Program |  |  |  |  |  |  |
| 1. Observes safety measures for the student-interns and ensures quality of training |  |  |  |  |  |  |
| 1. Issues Certificate of Completion to the student- interns not later than two weeks after the completion of internship |  |  |  |  |  |  |
| 1. Attends appreciation dialogue/exit conference/culminating activity conducted by the College/Branch/Satellite Campuses |  |  |  |  |  |  |

**Strength/s:**

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**Area/s Needing Improvement:**

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**Recommendation/s:**

**Submitted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over Full Name of Internship Adviser]

**Noted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over Full Name of OJT Coordinator]