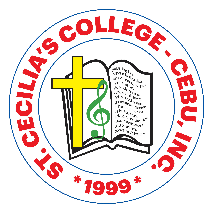
**ST. CECILIA’S COLLEGE – CEBU, INC.**

LA SALLE SUPERVISION OFFICE (LASSO) SUPERVISED SCHOOL

N. Bacalso S National Highway, Ward II, Poblacion, Minglanilla, Cebu



**COLLEGE OF INFORMATION TECHNOLOGY**

**PERFORMANCE EVALUATION REPORT**

On-the-Job Training Program (PRACTICUM)

**ST.CECILIA’S COLLEGE – CEBU, INC. (IT DEPARTMENT)**

Name of Company

**PART 1. TRAINEE’S BASIC INFORMATION**

Name : **EMMANUEL P. ARCAMO JR.**

Student ID : **SCC - 18 - 000 - 8724**

Course : **BSIT – INFORMATION TECHNOLOGY**

Address : **PUROK TABAY TUNGHAAN, MINGLANILLA CEBU**

Contact No : **(+63) 926-535-4470**

Signature : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 2. TRAINING DETAILS**

Division / Department Assigned : **IT DEPARTMENT – OFFICE**

Field of Training Assigned : **SOFTWARE DEVELOPER TRAINEE**

Inclusive Dates of Training : **FEBRUARY 13 – JUNE 27, 2022**

Total Number of Hours Rendered : **576 HOURS**

Mentor Buddy / Supervisor : **LYNETH ESCUADRO**

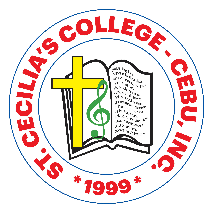
Designation / Job Title : **PROJECT MANAGER**

Signature : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART III. FINAL PERFORMANCE EVALUATION**

|  |  |  |
| --- | --- | --- |
| **JOB FACTORS** | **MAX**  **RATING** | **ACTUAL RATING** |
| **WORK PERFORMANCE** | | |
| 1. Knowledge at work (able to grasp as instructed) | 25% |  |
| 1. Quality of Work (Consider accuracy of work done based on expected output against target date) | 25 % |  |
| 1. Quantity of Work (performed as assigned job efficiently as possible) | 25 % |  |
| 1. Attendance (Follows assigned job efficiently as possible) | 15 % |  |
| 1. Punctuality (reports to work assignment on time) | 10 % |  |
| **TOTAL** | **100 %** |  |

|  |  |  |
| --- | --- | --- |
| **JOB FACTORS** | **MAX**  **RATING** | **ACTUAL RATING** |
| **PERSONALITY TRAITS** | | |
| 1. **Physical Appearance**   Personal growth and always wear appropriate dress. | 10 % |  |
| 1. **Attitude towards**   Always show enthusiasm and interest. | 10 % |  |
| 1. **Courtesy**   Shows respect for authority at all times. | 10 % |  |
| 1. **Conduct**   Observes rules and regulations. | 10 % |  |
| 1. **Perseverance and Industriousness**   Shows initiative and interest at work over and above what is assigned. | 10 % |  |
| 1. **Drive and Leadership**   Inquisitive and aggressive | 10 % |  |
| 1. **Mental Maturity**   Effective and calm under pressure | 10 % |  |
| 1. **Sociability**   Can work harmoniously with another employee. | 10 % |  |
| 1. **Reliability**   Trusted to use and operate equipment even without further guidance. | 10 % |  |
| 1. **Possession**   The possession of traits for employee in this kind of work. | 10 % |  |
| **TOTAL** | **100 %** |  |



Evaluated by:

**MR. JOHN ERICSON BRIGILDO**

College Instructor, Information Technology Department

Certified True and Correct:

**MS. HITCHEAN E. LISONDRA**

Program Chair, Information Technology Department