



OJT PLACEMENT OFFICE
Telephone # (086) 212 – 5322

EVALUATION FORM

Name : _____ Course/Year : _____
School Year : _____ Specialization: _____

QUALITIES	Highest Points	Points Earned	Remarks/Comments
A. <u>Affiliate Agency’s Monitoring and Evaluation</u>			
1. Leadership	5		
a. <i>Has self – discipline and potential for leadership</i>	5		
b. <i>Assumes responsibility readily, gets results and group loyalty</i>	5		
c. <i>Able to understand clear instructions and does not</i>	5		
d. <i>Accepts suggestions and strives to improve his work.</i>	5		
Total	20		
2. Attitude Towards Work			
a. <i>Makes use of time and not squanders it.</i>	5		
b. <i>Reports to work regularly on time.</i>	5		
c. <i>Follows company/agency rules and regulations.</i>	5		
d. <i>Courteous/polite.</i>	5		
Total	20		
3. Performance			
a. <i>Works accurately, efficiently and effectively.</i>	5		
b. <i>Accomplishes assigned tasks on time.</i>	5		
c. <i>Follows directions/instructions correctly.</i>	5		
d. <i>Produces quality work and shows cooperation with others.</i>	5		
Total	20		
Grand Total for Affiliate Agency’s Rating	60		
B. <u>OJT Placement Coordinator’s Monitoring and Evaluation</u>	30		
• <i>Learning Experience Journal Evaluation</i>	<u>10</u>		
• <i>Assessment of the Requirements submitted to the OJT Placement Office</i>			
Grand Total for OJT Placement Coordinator’s Rating	40		
TOTAL RATING	100		

SUMMARY: Numerical	Percentage	Numerical	Percentage	
1.00	98 – 100	2.25	83 – 84	INC - Incomplete
1.25	94 – 97	2.50	80 – 82	DR - Dropped
1.50	90 – 93	2.75	78 – 79	
1.75	88 – 89	3.00	75 – 77	
2.00	85 – 87	5.00	below 75	

Rated by: (Company Representative)

Name & Signature

Position

Date

Rated by: (OJT Placement Office Representative)

Name & Signature

Position

Date