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|  | <b>OJT PERFORMANCE EVALUATION FORM<br/>(FOR AR AND ID)</b> | Document No.: ICEP-OJT-05B-04    |
|                                                                                   |                                                            | Effective Date: October 28, 2019 |

|                      |
|----------------------|
| Name of Trainee:     |
| Company Name:        |
| Training Period:     |
| Assigned Department: |
| Equivalent Hours:    |

**Instruction:** Please rate the above – mentioned trainee’s work performances based on his/her technical and personal skills as follows and send this document back in a company sealed envelope with your specimen signature at the envelope’s flap.

Rating Reference:

|           |   |
|-----------|---|
| Excellent | 5 |
| Very Good | 4 |
| Good      | 3 |
| Fair      | 2 |
| Poor      | 1 |

### Part I. Technical and Personal Competency

| A. Technical Skills                             | RATING |
|-------------------------------------------------|--------|
| a. Production and Documentation Skills          |        |
| 1. Manual Drafting                              |        |
| a. Text Sizing, legibility and organization     |        |
| b. Clarity and boldness of lines                |        |
| c. Accuracy of scales and dimensions            |        |
| d. Speed                                        |        |
| 2. Specifications                               |        |
| a. Familiarity with abbreviated use of language |        |
| b. Correctness and Cross referencing of info    |        |
| c. Resourcefulness in acquiring data            |        |
| 3. Presentation Drawings                        |        |
| a. Perspective plotting                         |        |
| b. Rendering                                    |        |
| c. Model making                                 |        |

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| 4. Detailing                                                                |               |
| a. Familiarity w assignment and allocation of call-outs                     |               |
| b. Appropriate use of scale for spot details/blow-ups                       |               |
| c. Order and organization of drawings                                       |               |
| d. Completeness of data (labels and dimensions)                             |               |
| b. Field Exposure                                                           |               |
| 1. Aware of safety procedures and precautionary measures                    |               |
| 2. Appropriate attire for field representation                              |               |
| 3. Listens and takes note of all field issues and concerns                  |               |
| 4. Schedules according to the convenience of the client                     |               |
| 5. Takes note of all field reps and positions                               |               |
| 6. Raises relevant queries and clarifications to observation                |               |
| <b>AVERAGE SCORE: (total rating)/20</b>                                     | <b>0</b>      |
| <b>B. Personality Development</b>                                           | <b>RATING</b> |
| 1. Promptness                                                               |               |
| a. Abides by start and end time of office hours                             |               |
| b. Leaves on or after the end of office hours                               |               |
| c. Is always available and on time for coordination meeting                 |               |
| d. Is always on time for set deadlines                                      |               |
| 2. Personality and Image Development                                        |               |
| a. Appropriate attire for work assignment                                   |               |
| b. Speaks clearly and audibly at all times                                  |               |
| c. Maintains a pleasant disposition that makes him/her approachable         |               |
| d. Is open for coordination or volunteer's info when required               |               |
| e. Accepts criticism and owns to mistakes and ensures learning thereafter   |               |
| 3. Personal Space Organization                                              |               |
| a. Maintains a neat, clean and organized space assigned to him/her          |               |
| b. Returns and retrieves files/documents in its proper order and inventory  |               |
| c. Coordinates with property custodian and makes sure inventories are made. |               |
| d. Ensures the security and care of materails assigned to him/her           |               |
| 4. Quality Control and Efficiency                                           |               |

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| a. Ensures the correctness and accuracy of information/work                         |  |
| b. Checks own work and allows others to double check for areas of uncertainty       |  |
| c. Does not guess, skip, omit, or make assumptions in the absence of info           |  |
| d. Delivers with speed and the fastest available time.                              |  |
| e. Aware of the work's entirety and delivers in full.                               |  |
| f. Consults for best opinion, credible source and only factual info                 |  |
| <b>5. Time Management</b>                                                           |  |
| a. Carries with him/her a calendar of notes and time schedules                      |  |
| b. Constantly updates himself/herself of aging deadlines and submittals             |  |
| c. Delivers short and fastest works of priority first, manages long term thereafter |  |
| d. Coordinates his fixed schedules to the fixed schedules of others                 |  |
| e. Thinks of how much work can be done; not how much time it will take              |  |
| <b>6. Coordination, Communication and Managing Expectations</b>                     |  |
| a. Informs office for leaves of absences, tardiness, and undertime                  |  |
| b. Informs immediate supervisor of deadlines and status of reqd actions             |  |
| c. Clear and transparent whether deadlines and actions are to be met or not         |  |
| d. Provides alternative dates and actions on tasks that have impending delays       |  |
| <b>7. Leadership Qualities</b>                                                      |  |
| a. Is conscious that his/her action may set example to others                       |  |
| b. Provides moral support and positive advice to co-trainee/co-staff                |  |
| c. Does not assume the responsibility and credit of others                          |  |
| d. Can properly delegate authorized work/priorities                                 |  |
| e. Maintains composure and temperamental discipline at all times                    |  |
| f. Owns to his/her mistakes and that of his/her team.                               |  |
| g. In the absence of info, seeks authoritative guidance and consultation            |  |
| h. Listens, conveys, and protects peers' grievances to work environment             |  |
| <b>8. Teamwork</b>                                                                  |  |
| a. Respects and listens to others ideas and recommendations                         |  |
| b. Advises, suggests and/or recommends ideas rather than dictate them.              |  |
| c. Coordinates all actions, updates, changes, clarifications to all                 |  |

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| concerned.                                                                              |          |
| d. Supports a one for all, all for one stand on team decisions as agreed upon.          |          |
| e. Unafraid to speak his/her mind on group decisions in question.                       |          |
| <b>9. Initiative and Resourcefulness</b>                                                |          |
| a. Initiates own reference and source in the absence of instruction/detail              |          |
| b. Discusses the problem with alternatives/solutions already in mind                    |          |
| c. Is always preventive rather than corrective of problems.                             |          |
| <b>10. Design Management and Application</b>                                            |          |
| a. Can pinpoint problems on design works tasked to them                                 |          |
| b. Has ready solutions or alternatives to design problems                               |          |
| c. Discusses suggestions deemed to improve the design concern                           |          |
| d. Looks at problems as having solutions; mistakes as areas of learning.                |          |
| e. Protects and respects the authorship of the design work                              |          |
| f. Does not make unauthorized changes to the design                                     |          |
| <b>11. Public Relations</b>                                                             |          |
| a. Approachable and friendly                                                            |          |
| b. Respects the decision of others and questions them appropriately.                    |          |
| c. Avoids use of insulative remarks and foul language                                   |          |
| d. Avoids confrontation, intrigues and irrelevant/non-factual info.                     |          |
| <b>AVERAGE SCORE: (total rating)/54</b>                                                 | <b>0</b> |
| <b>OVERALL INDUSTRY APPRAISAL IN ACCORDANCE TO TRAINING REQUIREMENTS:<br/>(A + B)/2</b> | <b>0</b> |

## II. PEO INDUSTRY SURVEY

Listed below are the PROGRAM EDUCATIONAL OBJECTIVES (PEO) of the School of AR-ID-BE. Using the scale given, please CHECK (✓) the appropriate column how our graduates are satisfying the PEOs.

| No. | Program Educational Objectives | Rating                   |                          |                          |                          |                          |
|-----|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|     |                                | 5                        | 4                        | 3                        | 2                        | 1                        |
| 1   |                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2   |                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|---|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3 |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### COMMENTS / RECOMMENDATIONS

|                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>C. COMMENTS / RECOMMENDATIONS</b></p> <p>1. What outstanding attributes, technical or personal, does the trainee possess in getting the job done?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. What do you think are the trainee's developmental needs, both technical and personal?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Other comments / recommendation</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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**APPRAISED BY:**

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Position</b>  |  |
| <b>Date</b>      |  |