EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

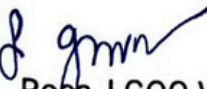| Title of Form: **Internship Evaluation Form**	Control No.	EVSU-ACA-F-11
	Revision No.	0
	Date	

Student Trainee: __Mark Laurence F. Cuesta__

Name of Agency: __DILG Region 8__

Agency Address: __Kanhuraw Hill, Tacloban City__

Rating System

1.0 – 1.5	Excellent
1.6 – 2.0	Very Good
2.1 – 2.5	Good
2.6 – 3.0	Fair
3.1 – 4.0	Poor
4.1 – 5.0	Very Poor

TRAINEE'S CHARACTERISTICS	RATING (1.0 – 5.0)
1. **KNOWLEDGE OF JOB.** Understands what needs to be done and knows how to perform it. Follows direction carefully and uses the proper materials.	1.2
2. **QUALITY OF WORK.** Turns out work that meets industry standards of neatness and accuracy.	1.0
3. **QUANTITY OF WORK.** Works steadily and turns out a quantity of work that meets industry standards of production.	1.0
4. **DEPENDABILITY.** It present and on time each day. Can be counted on to finish the job assigned to him/her.	1.0
5. **WORK ORGANIZATION.** Thinks through each training assignment and assembles the needed materials before starting. Handles the work in order of priority.	1.0
6. **JUDGEMENT IN SEEKING HELP.** Knows when to ask question on training procedures so as to avoid making mistakes or wasting time. Also knows when to seek in-service training to build needed skills.	1.1
7. **ATTITUDE.** Is enthusiastic about mastering the job. Accepts constructive criticism gratefully. Works smoothly and cooperatively with fellow trainees. Is friendly and helpful to visitors.	1.0
8. **APPEARANCE OF WORKSTATION.** Training material, supplies and equipment are kept in good order while work is in progress. Everything is left in good condition or put neatly away the end of each training session.	1.0
9. **PERSONAL APPEARANCE.** Always looks neat and clean. Meets the industry standards of grooming.	1.0
10. **ATTENDANCE AND PUNCTUALLY.** Consider frequency of absence as tardiness and exerts efforts to avoid or keep them minimal.	1.0

Evaluated by:

__Rudith A. Roca, LGOO VII__

Training Supervisor

Noted by:

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Follow-up Instructor