



PERFORMANCE EVALUATION REPORT

Name of Trainee: Ruth Dianne B. Agreda Semester/SY: _____

Name of Establishment: National Economic and Development Authority
(NEDA) Regional Office VIII

Address: Government Center, Baras, Palo, Leyte

Date Covered: July 18 – September 1, 2022

Department/ Section Assigned: Development Research Division

Trainee's Designation: _____

To the student:

Please fill up all information needed above before giving this to the designated Evaluator.

To the Rater:

This form has been developed to evaluate the performance of each student trainee for grading purposes and for identifying his/her strengths and weaknesses. Kindly check (✓) the appropriate number that corresponds to your **OBJECTIVE EVALUATION** of his/her performance **IN YOUR UNIT/DEPARTMENT**. Strengths and weaknesses of the student trainee observed during the practicum period must be written under comments in each of the categories. Criterion that does not fit to the trainee's area of assignment must be marked with not applicable (NA). Do not forget to affix your signature beside each mark in case there are erasures.

5- **OUTSTANDING** -if the performance shows exceptional/professional qualities and growth

4- **VERY SATISFACTORY** -if the performance shows above the expected and desired professional qualities and growth

3- **SATISFACTORY** -if the performance shows the expected and desired professional qualities and growth

2- **UNSATISFACTORY** -if the performance is below the expected and desired professional qualities and growth

1- **POOR** -if the performance shows serious weaknesses and deficiencies



CATEGORY/CRITERIA	5	4	3	2	1
WORK PERFORMANCE					
✓ Regular and punctual in reporting for work	✓				
✓ Assumes responsibility willingly and voluntarily	✓				
✓ Alert, focused, fast and accurate in accomplishing the assigned task		✓			
✓ Extends extra effort in doing other tasks		✓			
✓ Consistent and able to carry instructions well		✓			
✓ Has knowledge of the assigned task		✓			
✓ Productive and utilizes time wisely	✓				
✓ Follows standard operating procedures	✓				
✓ Finishes task completely and neatly	✓				
✓ Is calm under pressure					
✓ Shows interest in the assigned task and is always willing to learn	✓				
✓ Can speak, write and comprehend the language used as a medium of communication	✓				
✓ Practices safety and sanitation standards	✓				
Subtotal					
Strong Points: <i>Shows an openness and willingness to learn and adapt easily to the work environment.</i>	Points that need improvement:				
INTERPERSONAL RELATIONSHIP					
✓ Ability to inspire others		✓			
✓ Helpful to other student trainees/staff	✓				
✓ Works harmoniously with other workers	✓				
✓ Respectful and courteous to everybody	✓				
✓ Maintains good and effective public relations	✓				
✓ Displays teamwork	✓				
✓ Open and can easily get along with others	✓				
Subtotal					
Strong Points: <i>Displays professionalism in her work.</i>	Points that need improvement:				
Total Possible Points (100):					

Please assess the student trainee's overall strengths and weaknesses.

Strengths:

Completed all the tasks assigned to her and never complained despite the overlapping assignments.

Weaknesses:

Could have maximized their training by learning not only from the administrative tasks/process assigned to them but also learning from the discussions of issues discussed in the meetings where they provided administrative support, especially those that concern them (e.g., culture and values, term-of-program, etc.)



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF ECONOMICS
College of Management and Economics
Visayas State University
Visca, Baybay City, Leyte, 6521-A Philippines
Phone/Fax: +63 53 563-7751
Website: www.vsu.edu.ph/cme

Evaluated By:


MA. VICTORIA C. QUAYZON

Signature over
Printed Name
OJT Supervisor

Chief EDS, DRD

Office & Designation

Date Evaluated: Sept. 2, 2022

Evaluation Received and Noted By:

OJT Adviser

Date: _____

OJT Coordinator

Date: _____



HOST TRAINING ESTABLISHMENT (HTE) EVALUATION REPORT

NAME OF STUDENT: Ruth Dianne B. Agreda

NAME OF FIRM/HTE: National Economic and Development (NEDA) Regional Office VIII

ADDRESS OF FIRM/HTE: Government Center, Baras, Palo, Leyte

I. PERFORMANCE RATING

Criteria for Evaluation:

- | | |
|--|----------------------------|
| <input type="checkbox"/> 1.00 Excellent | Conceptual Skills |
| <input type="checkbox"/> 1.25 Highly Outstanding | Human Relation Skills |
| <input checked="" type="checkbox"/> 1.50 Outstanding | Technical Skills |
| <input type="checkbox"/> 1.75 Very Good | Entrepreneurial Skills |
| <input type="checkbox"/> 2.00 Good | Resource Allocation Skills |
| <input type="checkbox"/> 2.25 Very Satisfactory | Problem-Solving Skills |
| <input type="checkbox"/> 2.50 Satisfactory | |
| <input type="checkbox"/> 2.75 Fair | |
| <input type="checkbox"/> 3.0 Passing | |
| <input type="checkbox"/> 5.0 Failure | |

II. REMARKS/COMMENTS:

Despite being new to the tasks given to her, she was able to deliver them with minimal instructions/guidance and with very minimal errors.

9/2/22

Date

MA. VICTORIA ANTONIO

Evaluator

CEBU

Position