



Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated  
6521 Baybay City, Leyte  
Philippines

**College of Business and Office Administration**  
**BSBA AND BSOA Programs**  
**Practicum Evaluation Sheet**

Name of Student MARIE FRETCHIE O. SALAS

Instruction: In conformity with the definition and identification of seven competencies associated with career readiness for the student intern: Critical thinking/Problem solving, oral/written communication, Teamwork/Collaboration, Information Technology Application, Leadership, Professionalism/Work Ethics, Career Management, please check the box with the appropriate score for each attribute. To ensure the integrity of the instrument, any erasure/alteration will invalidate the score for any particular attribute. Thank you.

INTERN'S PERFORMANCE	1 Poor	2 Fair	3 Good	4 Very good	5 Excellent
1. Utilizes problem solving ability				/	
2. Displays effective written/oral communication skills				/	
3. Works well as a team player					/
4. Applies computing skills in problem solving				/	
5. Applies academic knowledge				/	
6. Completes assignment on time				/	
7. Demonstrates creativity in approaching tasks					/
8. Understands instructions/assignments/seeks clarification if needed					/
9. Produces quality work				/	
10. Accepts responsibility for his/her work				/	

INTERN'S ATTITUDE AND WORK HABITS	1 Poor	2 Fair	3 Good	4 Very good	5 Excellent
1. Shows flexibility					/
2. Is self-motivated				/	
3. Demonstrates enthusiasm in carrying responsibilities				/	
4. Has good rapport with members of the work team				/	
5. Meets attendance requirements (300 hrs)					/
6. Is punctual and reliable					/
7. Manages time well				/	
8. Dresses appropriately				/	
9. Is professional in his/her dealings				/	
10. Gives extra effort to produce greater or better work output/service delivery					/



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## COLLEGE OF BUSINESS ADMINISTRATION AND MANAGEMENT

### PRACTICUM/INTERNSHIP PROGRAM

### PRACTICUM ADVISER'S EVALUATION SHEET

Name: MARIE FRETCHIE O. SALAS Date of Submission: \_\_\_\_\_  
Practicum Assignment//Company DPWH - SUPPLY UNIT & GENERAL SERVICES UNIT  
Duration of Practicum: \_\_\_\_\_ Adviser's name: \_\_\_\_\_

1. Supervisor's Rating (50%) (Multiply the corresponding equivalent with the number of criteria)			
Rating	Equivalent	# of Criteria	Total
Excellent	5	7	35
Very Good	4	13	52
Good			
Fair			
Poor			
TOTAL			87

Comments on Intern's performance, attitude and work habits including commendations and / or suggestions for improvement, if any.

THE PERFORMER WELL IN THE OFFICE.

Name and signature of Rater: GAIL EDNA S. JORDAN

Designation/Position: SUPPLY OFFICER I / ADMINISTRATIVE OFFICER III

Company/Organization: DPWH SHED

Date: \_\_\_\_\_

$$\begin{array}{r} 87 \\ 100 \\ \hline 187/2 = \\ 93.50 \\ 46.75 \end{array}$$





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**COLLEGE OF BUSINESS ADMINISTRATION AND MANAGEMENT**

**PRACTICUM/INTERNSHIP PROGRAM**

**PRACTICUM ADVISER'S EVALUATION SHEET**

Name: MARIE FRETCHIE O. SALAS Date of Submission: \_\_\_\_\_  
Practicum Assignment//Company DPWH - CASHIERING UNIT  
Duration of Practicum: \_\_\_\_\_ Adviser's name: \_\_\_\_\_

1. Supervisor's Rating (50%) ( Multiply the corresponding equivalent with the number of criteria)			
Rating	Equivalent	# of Criteria	Total
Excellent	5	20	100
Very Good			
Good			
Fair			
Poor			
TOTAL			100

Comments on Intern's performance, attitude and work habits including commendations and / or suggestions for improvement, if any.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and signature of Rater :

LETICIA P. GERMANO

Designation/Position:

Administrative Officer III

Company/Organization:

DPWH - IRR LED, Baybay City, Leyte


Date:



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ADVISER'S RATING (20%)					
Criteria Max points	41-50	31 to 30	21-30	1-20	0
Performance based on interview with immediate supervisor	Highly impressive	Impressive	Average	Unimpressive	Highly unimpressive
Criteria /Maximum Point	50	40	30	20	0
Timely submission of Pracfolio (deadline is 15 calendar days from the last day of practicum)	Submitted on or before deadline	Submitted within a week after deadline	Submitted more than 1 week but within one month after the deadline	Submitted more than 1 month but within 2 months after the deadline	Submitted more than 2 months after the deadline
Total (Adviser's Rating)					

SUMMARY OF INPUTS			
1. Supervisor's Rating Equivalent	187/2	X 50%	= 46.75
2. Pracfolio		X 30%	=
3. Adviser's Rating		X 20%	=
TOTAL COMPUTED GRADE		=====	

  
LOLITA M. NOLASCO  
Adviser's Printed Name and Signature

Date: \_\_\_\_\_