

**DEPARTMENT OF LABOR AND EMPLOYMENT  
GOVERNMENT INTERNSHIP PROGRAM  
AGENCY EVALUATION FORM**

**INSTRUCTION TO SUPERVISOR:**

*Please use this form to assess the qualification of the interested applicant. This is for Agency's use and file only.*

1. In the rating chart below, please evaluate the applicant in terms of the following criteria:

	Excellent	Very Good	Average	Below Average
Communication skills <sup>1</sup>				
Computer literacy and access to internet <sup>2</sup>				
Adaptability to a multi-disciplinary environment <sup>3</sup>				
Ability to work independently or as part of a team <sup>4</sup>				
Demonstration of initiative and flexibility <sup>5</sup>				

2. Reason/purpose for recommending the person *(Please state additional competencies acquired during the GIP engagement)*

**NOMINATION:**

For re-admission

I recommend Mr./Ms. \_\_\_\_\_ to the DOLE-Government Internship Program (GIP) for the duration of \_\_\_\_\_ and with the following functions:

- 1.
- 2.
- 3.

Intent to Hire/absorb

I recommend Mr./Ms. \_\_\_\_\_ to be absorb as *(Please state the position)* effective on *(Date absorb)* and with the following functions:

- 1.
- 2.
- 3.

**Status of Employment**

Job-order                       Permanent/regular                       Others (pls. specify)  
 Contractual                       Temporary

*Note: A certification from the Agency shall be attached in the GIP Absorption Report (GIP Form H) for submission to BLE (due every 3<sup>rd</sup> week of November of the year)*

<b>DATE</b>	<b>Recommended:</b>
	<b>SIGNATURE OVER PRINTED NAME OF IMMEDIATE SUPERVISOR</b>
<b>DATE</b>	<b>Approved:</b>
	<b>IMELDA F. GATINAO, Assistant Regional Director</b>

<sup>1</sup> As verified from the accomplished Internship Application Form, items 7 and 8.  
<sup>2</sup> As verified from applicant's academic credentials.  
<sup>3</sup> As verified from applicant's academic credentials.  
<sup>4</sup> As verified by interview with applicant.  
<sup>5</sup> As verified by interview with applicant.