Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

OVERALL STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP)
EVALUATION FORM

Name of Student Intern: _____
Name & address of Host Training Establishment where the internship was conducted:
_____
_____
Department assigned: _____
Inclusive Period of Training: From _____ To _____
Total no. of hours rendered by Student Intern: _____

Please rate the Student Intern based on the following criteria:

CRITERIA		WEIGHT (%)	RATING (%)
Quality of Work	Thoroughness, neatness, and produce accurate work on time	20	
Quantity of Work	Able to complete work in allotted time and accomplishes much.	20	
Attitude Towards Work	Have good attitude towards work, superior and co-workers; good team worker.	20	
Attendance and Punctuality	Regularity and punctuality in office attendance and proper observation of break periods.	15	
Initiative and Innovativeness	Understands and accepts new situations, performs well with minimal instructions. Makes sound decisions in absence of detailed instructions or direct supervision. Come up with new problem solving methods and respond to directives.	15	
Human Relations	Gets along with others and establishes effective relationships to accomplish work products or service. Demonstrates courtesy and tact when dealing with colleagues. Fully participates as a team member in the accomplishment of the work product.	10	
	TOTAL	100	
	EQUIVALENT		

Rating Legend:

94.0 - 100	Excellent
88.0 – 93.0	Outstanding
82.0 – 87.0	Very Satisfactory
76.0 – 81.0	Satisfactory
70.0 – 75.0	Fair
below 70	Poor/Failed

Recommendation/s for the student intern's further growth: _____
_____
_____

Rated by: _____ _____ _____
Signature over Printed Name Designation Date