



ICCT COLLEGES FOUNDATION, INC

V.V Soliven Avenue, Cainta, Rizal
www.icct.edu.ph

DHRM PRACTICUM PERFORMANCE EVALUATION FORM

Name (LN, FN, MN):	Student ID No.:	Academic Period: [] 1 st Trimester [] 2 nd Trimester [] 3 rd Trimester	Academic Year:
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HOST TRAINING ESTABLISHMENT / ORGANIZATION / COMPANY

Company / Organization Name:	Address:	
Mentor / Supervisor:	Designation:	Contact Number:

HOTEL & RESTAURANT SERVICES / HRS COMPETENCIES (Pls check appropriate OJT course)

[]	OJT-01	OJT – Front Office Operations	100 Hours
[]	OJT-01	OJT – Housekeeping Services	100 Hours
[]	OJT-01	OJT – Bartending	100 Hours
[]	OJT-02	OJT – Cookery (Commercial Cooking)	100 Hours
[]	OJT-02	OJT – Food and Beverages Services	100 Hours
[]	OJT-02	OJT – Bread and Pastry Production	100 Hours

FACTOR

1 2 3 4 5

PLANNING

- Pre-plans work, Prepare feasible time and works schedule
- Aware of work assignments and reports to work area of time

ORGANIZING

- Sets up work area quickly so that tasks may be accomplished efficiently.

DIRECTING AND ACTUATING

- Accepts responsibilities willingly
- Asks questions when not sure.
- Makes suggestions and contributes ideas
- Displays effectiveness and remains calm under pressure
- Has self confidence.
- Cooperates with fellow students.
- Follows through and completes work assignments.
 - Provides leadership & guidance
 - Gives clear and concise directions
 - Makes valid decisions justifies and defends them
 - Evaluates methods and product critically
 - Has initiative in solving problems

WORK HABIT

- Follows instructions carefully & correctly
- Makes accurate measurement
- Applies principles of time & motion economy
- Keeps work area/s neat & clean
- Uses proper techniques in handling food and non-food
- Practices proper sanitation, safety etc.

USE AND CARE OF ALL EQUIPMENTS

- Uses equipment properly and efficiently

PERSONAL APPEARANCE

- Is well-groomed and clean looking.
- Wears appropriate uniform, shoes, hairnet, and clothes.

Legend			Work Assignment:	Inclusive of Dates:
5	Outstanding	90 – 100		
4	Very Satisfactory	80 – 89		
3	Satisfactory	70 – 79		
2	Fair	60 – 69		
1	Poor	50 – 59	Evaluated by: (Signature Over Printed Name)	(Date)

IMPORTANT: Kindly entrust to the bearer in a **SEALED** envelope. Inadmissible if **NOT PLACE** in a **SEALED** envelope.