

## ICCT COLLEGES FOUNDATION, INC

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

## **DHRM PRACTICUM (SIP) PERFORMANCE EVALUATION FORM**

Name (LN, FN, MN):					Student ID No.:	Academic Period: [ ] 1 <sup>st</sup> Trimester [ ] 2 <sup>nd</sup> Trimester [ ] 3 <sup>rd</sup> Trimester				Academic Year:				
ЦΩ	HOST TRAINING ESTABLISHMENT / ORGANIZATION / COMPANY													
			ANIZATION / COMPA	Address:										
Company / Organization Name:					Address.									
Mentor / Supervisor: Designation:					Contact Number: SIP Dat			e Started:		SIP Date Ended:				
ПОТ	6	P DECTALIDANT CEDVICES /	LIDC (	COMPETENCIES (Dis ab	and annuanciate OIT									
ПUI	EL G	RESTAURANT SERVICES /						100 Hours						
l	1	OJT-01 OJT-01		- Front Office Operati						100 Hours				
l	]		OJT – Housekeeping Services						100 Hours					
l	]		OJT-01 OJT – Bartending OJT – Cookery (Commercial Cooking)											
l	]							100 Hours						
l	1	OJT-02	s Services				100 Hours 100 Hours							
L	J	OJT-02 OJT – Bread and Pastry Production						100 110013						
				FACTOR				1	2	3	4	5		
PLA	NNI								ı					
	•	Pre-plans work, Prepare												
<ul> <li>Aware of work assignments and reports to work area of time</li> </ul>														
ORGANIZING  Sets up work area quickly so that tasks may be assemblished efficiently.														
<ul> <li>Sets up work area quickly so that tasks may be accomplished efficiently.</li> </ul> DIRECTING AND ACTUATING														
DIK	Accepts responsibilities willingly													
	Accepts responsibilities willingly     Asks questions when not sure.													
	<ul> <li>Asks questions when not sure.</li> <li>Makes suggestions and contributes ideas</li> </ul>													
	<ul> <li>Displays effectiveness and remains calm under pressure</li> </ul>													
	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													
WO	RK H	IABIT	01											
	Follows instructions carefully & correctly													
	Makes accurate measurement													
	<ul> <li>Applies principles of time &amp; motion economy</li> </ul>													
	<ul> <li>Keeps work area/s neat &amp; clean</li> </ul>													
	<ul> <li>Uses proper techniques in handling food and non-food</li> </ul>													
<ul><li>Practices proper sanitation, safety etc.</li></ul>														
USE	ANI	D CARE OF ALL EQUIPMENT												
	•	Uses equipment proper	y and	l etticiently										
PER	PERSONAL APPEARANCE  Is well-groomed and clean looking.													
<ul><li>Is well-groomed and clean looking.</li><li>Wears appropriate uniform, shoes, hairnet, and clothes.</li></ul>										1				
		vvears appropriate unit	) III, S	moes, namiet, and c					<u> </u>	<u> </u>	<u> </u>			
Legend					ork Assignment:									
5		Outstanding		90 – 100										
4		Very Satisfactory Satisfactory		80 – 89 70 – 79	valuated by:									
2		Fair		60 – 69										

(Signature Over Printed Name)

(Date)

50 - 59

Poor