



DAVAO CITY WATER DISTRICT
COMMERCIAL SERVICES DEPARTMENT

OJT/COACHING ATTENDANCE & ASSESSMENT RECORD

PART ONE				PART TWO			
Name	Topic	Target Schedule	Signature	Actual Date Conducted	Rating	Trainer Name and Signature	Remarks/Justification

Legend:
CWOS – Capable without supervision.
CWS – Capable with supervision.
F – Failed. Needs further instructional and hands on training on the same topic / skill.

Prepared by:

Checked by:

Approved by:

Supervisor

Division Manager

Department Manager