

## ON-THE-JOB TRAINING ATTENDANCE LOG

<b>TRAINEE'S NAME</b>				<b>DIVISION</b>				
<b>JOB TITLE</b>				<b>INSTRUCTOR'S NAME</b>				
<b>UNIT</b>				<b>INSTRUCTOR'S JOB TITLE</b>				
<b>DEPARTMENT</b>				<b>TELEPHONE</b>				
SN	Main Task	Training Date	Training Time		Total Hours	PR*	Signature	
			From	To			Trainee	Instructor
1								
2								
3								
4								
5								
6								
<b>PREPARED BY</b>			<b>APPROVED BY</b>			<b>OVERALL</b>	<b>HOURS</b>	
							<b>PR*</b>	
<b>DESIGNATION</b>		<b>SIGNATURE</b>		<b>DESIGNATION</b>		<b>SIGNATURE</b>		
		<b>DATE</b>				<b>DATE</b>		

\*Performance rating (PR) : A – Very Good B – Good C – Satisfactory D - Inadequate