



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: LEONARDO S. TORAJA JR

Equivalent Job Title: CLERK

Name of Evaluator: MARIA TERESA A. CRUZ Date: _____

Instruction to evaluators: Please write your comments on the performance and work ethics of the above JO worker and give your ratings by checking the appropriate number using the rating scale below:

5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Poor

Criteria/evaluation statement	Rating					Comments
	5	4	3	2	1	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract	<input checked="" type="checkbox"/>					
2. Over all attainment of outputs agreed with supervisor	<input checked="" type="checkbox"/>					
3. Quality and timeliness in the attainment of agreed outputs		<input checked="" type="checkbox"/>				
4. Efficiency and customer friendly frontline service to clients	<input checked="" type="checkbox"/>					
5. Knowledge on the over-all aspect of the job assignments		<input checked="" type="checkbox"/>				
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly		<input checked="" type="checkbox"/>				
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs		<input checked="" type="checkbox"/>				
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	<input checked="" type="checkbox"/>					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	<input checked="" type="checkbox"/>					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	<input checked="" type="checkbox"/>					