

Name of Job Order Worker: LEONAROD S. TORAJA

CLERK

Personnel Records and Performance Evaluation Office

Visca Baybay City, Leyte 6521-A, Philippines

Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

JR

JOB ORDER (JO) WORKER EVALUATION FORM

Equivalent Job Title: CLERK						
Name of Evaluator: MARIA TERESA A. CR	12		_ Da	ate: _		
Instruction to evaluators: Please write your comments above JO worker and give your ratings by checking the below:						
5 – Excellent 4 – Very Good 3 – Good		2	– Fa	air		1 – Poor
Criteria/evaluation statement		Rating				Comments
	5	4	3	2	1	
Nork Performance Performance of all mandated functions as listed in the contract	/					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs		/				
 Efficiency and customer friendly frontline service to clients 	/					
Knowledge on the over-all aspect of the job assignments		/				
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 		/				
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 		/				
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	/					
 Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker 	/		>			
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 						v

Vision: A globally competitive university for science, technology, and environmental conservation. Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

FM-PRO-16 Rev.: 01 01-31-2020 Page 1 of 2 Control Number: