



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JHANN MAE S. MARQUEZ

Equivalent Job Title: Administrative Assistant

Name of Evaluator: ROSA OPHELIA D. VELARDE Date: January 17, 2022

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