



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF AGRONOMY
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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: LOVELY V. PADERES

Equivalent Job Title: CLERK

Name of Evaluator: DIONESIO M. BAÑOC

Date: AUGUST 16, 2023

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"/>					

Vision:
Mission:

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

Evaluator's additional comments/recommendations:

What are the employee's strong points?

She can do the assign job on time
Share her effort even during holidays and weekends if needed

What are the employee's weak points?

Nothing

What intervention would you recommend to make the JO worker more effective?

None

Final recommendation:

☒ renewal of the contract for another months
☐ non-renewal of the contract due to below par performance

Certified Correct:

Approved:


DIONESIO M. BAÑOC
(Evaluator)

VICTOR B. ASIO
(Next higher supervisor)

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