



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: NOREVE JEAN M. AGAD

Equivalent Job Title: CHEMICAL TECHNICIAN

Name of Evaluator: ELIZABETH S. QUEVEDO

Date: June 20, 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	✓					

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Ms Agala is easy to get along

What are the employee's weak points?

Family matter is her top priority


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

She should attend more trainings - workshop related to chemical laboratory operations

Final recommendation:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


ELIZABETH S. QUEVEDO
Head, DoPAC

Approved:

MA. THERESA P. LORETO
Dean, CAS



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **MARIA TERESITA D. MECAIRAN**

Equivalent Job Title: **JO-ADMIN AIDE**

Name of Evaluator: **ELIZABETH S. QUEVEDO**

Date: **June 20, 2022**

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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.

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No. **22-03**

Evaluator's additional comments/recommendations:

What are the employee's strong points?

ms. mecairan gets along well with other Faculty and Staff of DoPAC.

What are the employee's weak points?

Family is her top priority. In addition, she also tends to forget to check thoroughly documents information.

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

She should attend more training workshops on computer literacy.

Final recommendation:

☒ renewal of the contract for another 6 months

☐ non-renewal of the contract due to below par performance

Certified Correct:



ELIZABETH S. QUEVEDO

Head, DoPAC

Approved:

MA. THERESA P. LORETO

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