



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Ms. Gilly Mae S. Escasinas

Equivalent Job Title: Encoder

Name of Evaluator: Prof. Manolo B. Loreto, Jr. Date: December 1-31, 2021

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?

Very dependable
Needs very little supervision & can be easily understand instruction
Initiative

What are the employee's weak points?

No eligibility yet

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

Must review & take CSC exam

Final recommendation:

☒ renewal of the contract for another 2 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



MANOLO B. LORETO, JR.
Dean of Students

Approved:

ALELI A. VILLOCINO
Vice President, SAS