



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Jonalyn A. Bulawan

Equivalent Job Title: Admin Aide -JO

Name of Evaluator: Dr. Elizabeth S. Quevedo

Date: _____

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?

Mr. Bulawan is very responsible and easy to get along or work with.

What are the employee's weak points?

Mr. Bulawan still needs training on administrative office work.

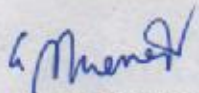
What intervention would you recommend to make the JO worker more effective?

Mr. Bulawan should undergo training on processing documents and other ISO-related matters.

Final recommendation:

- ☒ renewal of the contract for another 2.5 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



Dr. ELIZABETH S. QUEVEDO
Head, DoPAC

Approved:

Dr. MA. THERESA P. LORETO
Dean, CAS

CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

JONALYN A. BULAWAN of legal age, female, Filipino and residing at Brgy. Patag, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of person/s who can provide administrative support services which cannot be performed by the existing regular manpower/employees of the specific units/departments/centers within the university;

WHEREAS, the **SECOND PARTY**, possesses the required qualification and expertise needed by the hiring department/center/unit/office and is willing to provide the services needed;

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions, as follows;

The **FIRST PARTY** hereby contracts the services of the **SECOND PARTY** as Admin Aide to perform the functions and deliver the following outputs as follows:

1. Coordinates office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording/filing of records;
2. Prepares and processes reimbursement of Laboratory supplies, Office Expenses and scholarship Tuition Fees;
3. Performs messengerial work in the absence of regular admin aide;
4. Maintain cleanliness and orderliness of the office and reception areas;
5. Perform other functions assigned by the department.

THAT, when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when travelling on official business within the country subject to existing government accounting rules and regulations and to the pertinent VSU policies and rules governing official travel;

THAT, the **SECOND PARTY** shall abide the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of Twenty (20) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/units;

THAT for and consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Six Hundred Three Pesos and Forty Centavos (Php603.40) per day inclusive of ten percent (10%) premium;

THAT, **SECOND PARTY** will be paid twice a month (per quincena) upon presentation of a certification of accomplishments and rendition of actual services issued by the **FIRST PARTY** or its duly authorized representative. The above payment will be charge to **GENERAL FUND**;

THAT, this contract shall take effect April 17, 2023 until June 30, 2023 (two and a half months) and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality

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