



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Fatima P. Gumamac

Equivalent Job Title: Science Research Assistant

Name of Evaluator: Roberto C. Guarte Date: December 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	√					She has performed her mandated functions very well and very resourceful in sourcing out lacking materials.
2. Over all attainment of outputs agreed with supervisor		√				She has delivered on time required outputs except when needed materials are not immediately available
3. Quality and timeliness in the attainment of agreed outputs	√					She has always produced the desired quality outputs on time
4. Efficiency and customer friendly frontline service to clients	√					She is doing efficiently customer service to

						clients
5. Knowledge on the over-all aspect of the job assignments	√					She is knowledgeable and very resourceful on her job assignments
I. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	√					She is knowledgeable and responsible in setting realistic objectives and seriously taking targets
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	√					Provided inputs are available, she is very prompt in producing and submitting quality outputs
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	√					She is very responsible and innovative in doing her jobs
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	√					She is practicing effectively teamwork in the workplace
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	√					She is always willing to extend her services beyond office hours, if needed, without additional compensation

Evaluator's additional comments/recommendations:

What are the employee's strong points?

She is intellectually gifted, hardworking, innovative, very committed to her work, and very receptive to learn new things. She can perform well her work-related responsibilities even with minimal supervision.

What are the employee's weak points?

She is young and doesn't have experience in writing scientific publication.

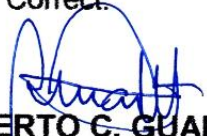
What intervention would you recommend to make the JO worker more effective?

Allow her to attend seminars related to writing scientific papers, mentor and trained her to write scientific papers using the results from the research projects.

Final recommendation:

☒ renewal of the contract for another 12 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


ROBERTO C. GUARTE
Project Leader & Director
(Evaluator)

Approved:

MARIA JULIET C. CENIZA
Vice President for Research
Extension and Innovation
(Next higher supervisor)