



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **RICHARD M. NUDALO**

Equivalent Job Title: **Utility/Messenger**

Name of Evaluator: **MA. THERESA P. LORETO**

Date: **DECEMBER 29, 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 |          |
| <b>I. Work Performance</b>   |        |   |   |   |   |          |
| 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   | /      |   |   |   |   |          |
| <b>II. Work Ethics/Attitude</b>  |        |   |   |   |   |          |
| 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                           | /      |   |   |   |   |          |