

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

Name of Job Order V	Vorker: Mr.	Amel P. Oquias	***************************************						
Equivalent Job Title:	Carr	Carpenter/Laborer (Dormitories/Cottages)							
Name of Evaluator:	Prof. Manol	o B. Loreto, Jr.	Date: July	to December 20	21				
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		F	Ratin	Comments		
	5	4	3	2	1	
Work Performance Performance of all mandated functions as listed in the contract		V				
Over all attainment of outputs agreed with supervisor		V				
Quality and timeliness in the attainment of agreed outputs		/				
Efficiency and customer friendly frontline service to clients		V				
Knowledge on the over-all aspect of the job assignments		~				
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 		/				
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 		V		10		
 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	V					
 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? Good team player Imhative What are the employee's weak points? Limited skills NO NO fr. TESDA What intervention would you recommend to make the JO worker more effective? must be trained in other skills (eg. welding) Much take TESDA certification Final recommendation: ✓ renewal of the contract for another _ C months non-renewal of the contract due to below par performance Certified Correct: Approved: ALELI A. VILLOCINO Dean of Students Vice President, SAS

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Name of Job Order Worker:	Mr. Wel	son M. Cervantes						
Equivalent Job Title:	Carpent	er/Laborer (Dormite	ories/Cottages)					
Name of Evaluator:	Prof. Manolo B.	Loreto, Jr.	_ Date: July to	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 – Ve	ery Good	3 – Good	2 – Fair	1 – Poor				

Criteria/evaluation statement		F	latin	Comments		
		4	3	2	1	
I. Work Performance						
 Performance of all mandated functions as listed in the contract 		V				
Over all attainment of outputs agreed with supervisor		/				
Quality and timeliness in the attainment of agreed outputs		V				
 Efficiency and customer friendly frontline service to clients 		V				
Knowledge on the over-all aspect of the job assignments		/				
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	~					
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 		/				
 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		~				
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 						

What are the employee's strong points? No holder in welding What are the employee's weak points? Limited skills for durm magnetisman as personnel requirement What intervention would you recommend to make the JO worker more effective? Must be trained in other skills (eg. carpentry, plumbing) Final recommendation: renewal of the contract for another ____ months ____ non-renewal of the contract due to below par performance Certified Correct: Approved: MANOLO B. LORETO, JR. Dean of Students Vice President, SAS



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Name of Job Order V	Vorker: Mr. 0	Genaro C. Atcheco	080		_				
Equivalent Job Title:	Carr	Carpenter/Laborer (Dormitories/Cottages)							
Name of Evaluator: _	Prof. Manol	o B. Loreto, Jr.	Date: <u>Jul</u>	y to December 20	21				
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		F	Ratin	Comments		
		4	3	2	1	
I. Work Performance						
 Performance of all mandated functions as listed in the contract 						
Over all attainment of outputs agreed with supervisor		~				_
Quality and timeliness in the attainment of agreed outputs		V				
 Efficiency and customer friendly frontline service to clients 		V				
Knowledge on the over-all aspect of the job assignments		/				
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	V					
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 		/				
 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	~					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	/					

F *	
Evaluator's additional comments/recommendations:	
What are the employee's strong points? Skilled corporter	
What are the employee's weak points? Physically weak	
What intervention would you recommend to make the JO worker Alway buddy w/ younger JD	
Final recommendation:	
renewal of the contract for another months non-renewal of the contract due to below par performance	
Certified Correct:	Approved:
Mundolut	
MANOLO B. LORETO, JR.	ALELI A. VILLOCINO
Dean of Students	Vice President, SAS



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Name of Job Order W	/orker: Mr. I	Roel S. Loreto						
Equivalent Job Title:	Labo	orer (Dormitories/Co	ottages)					
Name of Evaluator: _	Prof. Manol	o B. Loreto, Jr.	Date: July	to 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		F	Ratin	Comments		
		4	3	2	1	
Work Performance 1. Performance of all mandated functions as listed in the contract	/					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs		/				
 Efficiency and customer friendly frontline service to clients 		V				
Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	V					-
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	V					
 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						
 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? Dependable & work well What are the employee's weak points? Sometimes easily got confused of the instructions What intervention would you recommend to make the JO worker more effective? Teamwork training Final recommendation: renewal of the contract for another ____ months ___ non-renewal of the contract due to below par performance Approved: Certified Correct: **ALELI A. VILLOCINO** MANOLO B. LORETO, JR. Vice President, SAS

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Name of Job Order Worke	er: Mr. A	ljer D. Taripi			_				
Equivalent Job Title:	Labor	Laborer (Dormitories/Cottages)							
Name of Evaluator:	Prof. Manolo	B. Loreto, Jr.	Date: July	to December 20	21				
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		F	atin	Comments		
		4	3	2	1	
Work Performance 1. Performance of all mandated functions as listed in the contract	V					
Over all attainment of outputs agreed with supervisor	V					
Quality and timeliness in the attainment of agreed outputs		/				
 Efficiency and customer friendly frontline service to clients 		/				
Knowledge on the over-all aspect of the job assignments	V					
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	~					
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 	V					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	/					
 Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker 	×	/				
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 		/				

What are the employee's strong points? What are the employee's weak points? What are the employee's weak points? At hims, hads expervision What intervention would you recommend to make the JO worker more effective? Must take cloned exam since he is a graduate of BSAB Final recommendation: ✓ renewal of the contract for another _____ months ____ non-renewal of the contract due to below par performance Certified Correct: Approved: MANOLO B. LORETO, JR. Dean of Students ALELI A. VILLOCINO Vice President, SAS



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Name of Job Order W	/orker: Mr. Ju	unard C. Gucela		
Equivalent Job Title:	Clerk			
Name of Evaluator: _	Prof. Manolo	B. Loreto, Jr.	Date: Jul	y to December 2021
Instruction to evaluat above JO worker and below:	ors: Please write yo I give your ratings by	ur comments on checking the ap	the performance	e and work ethics of the er using the rating scale
5 - Excellent	4 - Very Good	3 – Good	2 – Fair	1 – Poor

Criteria/evaluation statement		F	Ratin	Comments		
	5	4	3	2	1	
Work Performance 1. Performance of all mandated functions as listed in the contract	V					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs	V					
 Efficiency and customer friendly frontline service to clients 	/					
Knowledge on the over-all aspect of the job assignments	/			_		
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	V					
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 	~					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	V					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	V					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	/					

What are the employee's strong points? Very knowledgeable in computer operation Thin a new resourceful What are the employee's weak points? Gometimes comes late to work What intervention would you recommend to make the JO worker more effective? Training for good office document management Final recommendation: Very knowledgeable in computer operation What are the employee's weak points? Gometimes comes late to work Training for good office document management Final recommendation: Very knowledgeable in computer operation Thin a new computer operation Training for good office document management Approved:

Dean of Students

ALELI A. VILLOCINO

Vice President, SAS



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Criteria/e	evaluation statement	t	Rating	Comments	7		
5 – Excellent	4 – Very Good	3 – Good	2 – Fair	1 – Poor			
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:							
Name of Evaluator: _	Prof. Manolo	B. Loreto, Jr.	Date:	July to December 202	11		
Equivalent Job Title:	Clerk	(NSTPO)			_		
Name of Job Order W	/orker: Mr. Ma	arlon V. Damp	pios		-		

Criteria/evaluation statement		F	Ratin	Comments		
	5	4	3	2	1	
Nork Performance Nerformance of all mandated functions as listed in the contract	V					
Over all attainment of outputs agreed with supervisor	V					
Quality and timeliness in the attainment of agreed outputs	V					
 Efficiency and customer friendly frontline service to clients 	V					
Knowledge on the over-all aspect of the job assignments	V					
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	V					
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 	V					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	V					
 Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker 	V				*	
 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 in office works Resourceful & immanive	
very critical in coming to office before	re the time
What are the employee's weak points?	
What intervention would you recommend to make Must pursue to pass CSC exam of	the JO worker more effective?
Final recommendation:	
renewal of the contract for another mont non-renewal of the contract due to below par	
Certified Correct:	Approved:
Mulblut	ALELIA VILLOCINO
MANOLO B. LORETO, JR. Dean of Students	ALELI A. VILLOCINO Vice President, SAS



Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 RECORDS Phone/Fax: 565-Uouu local 565-73£ Email Address: proeo@vsu.edu.ph Website: www.ysu.edu.ph

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	Bryan M. Polis	ries/Cottago	December 202
	Mr. Dij	cent. 16 to	Dec
Worker:	manter/Labore	Date: Sep	s the
of Job Order VV	Carpens		the ethics of the
Name of Job Order Worker: Equivalent Job Title: Name of Evaluator: Instruction to evaluators: Plea above JO worker and give you below: 4 - Ve	La R Loreto, Ji	and \	work or rating scale
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4. Practic	es teamher role enwledge and ming his/her role enwledge and gistically, share knowledge and gistically and gistically and to needly co-worker gistically, share knowledge and gistically an	ting on time	V
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and willingly extend service if needed without thinking of additional compensation A globally competitive university for science, technology, and environmental conservation.

A globally competitive university for science, technology, and environmental conservation.

A globally competitive university for science, technology, and environmental conservation.

Development of a highly competitive human resource, cutting-edge scientific knowledge communities and environment. Vision: Mission:

5. Commitment to public service – reporting on time

What are the employee's strong points? Very responsible & recovereful to complete his work incpite of Cource resources No It holder What are the employee's weak points? Sometimes do not work as team What intervention would you recommend to make the JO worker more effective? Must be trained on team work Final recommendation: Very responsible & recovereful to complete his work incpite of to complete his work incpite of the contract of months? The proposition of the contract for another of months of the contract due to below par performance

MANOLO B. LORETO, JR.

Dean of Students

Certified Correct:

ALELI A. VILLOCINO Vice President, SAS

Approved: