



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Amel P. Oquias

Equivalent Job Title: Carpenter/Laborer (Dormitories/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 – 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?

Good team player
Initiative

What are the employee's weak points?

Limited skills
No NC fr. TESDA

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

Must be trained in other skills (eg. welding)
Must take TESDA certification

Final recommendation:

☒ renewal of the contract for another 6 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



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Welson M. Cervantes

Equivalent Job Title: Carpenter/Laborer (Dormitories/Cottages)

Name of Evaluator: Prof. Manolo B. Loreto, Jr. Date: July to December 2021

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II. Work Ethics/Attitude						
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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?

NC holder in welding

What are the employee's weak points?

Limited skills for dorm maintenance 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 6 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



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Genaro C. Atchecoso

Equivalent Job Title: Carpenter/Laborer (Dormitories/Cottages)

Name of Evaluator: Prof. Manolo B. Loreto, Jr. Date: July to December 2021

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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?

Skilled carpenter

What are the employee's weak points?

Physically weak

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

Always buddy w/ younger JO

Final recommendation:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



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Dean of Students

Approved:

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Vice President, SAS



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Roel S. Loreto

Equivalent Job Title: Laborer (Dormitories/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:

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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 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Aljer D. Taripi

Equivalent Job Title: Laborer (Dormitories/Cottages)

Name of Evaluator: Prof. Manolo B. Loreto, Jr. Date: July to December 2021

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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 serious in his work

What are the employee's weak points?

At times, needs supervision

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

Must take clerical exam since he is a graduate of BSAB

Final recommendation:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



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Approved:

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A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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No.



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Junard C. Gucela

Equivalent Job Title: Clerk

Name of Evaluator: Prof. Manolo B. Loreto, Jr. Date: July to December 2021

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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 knowledgeable in computer operation
Initiative & resourceful

What are the employee's weak points?

Sometimes comes late to work

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

Training for good office document management

Final recommendation:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



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No.



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Marlon V. Dampios

Equivalent Job Title: Clerk (NSTPO)

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:

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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 in office works
Resourceful & initiative
Very critical in coming to office before the time

What are the employee's weak points?

No eligibility yet

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

Must pursue to pass CSC exam even the non-prof.

Final recommendation:

☒ renewal of the contract for another 6 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



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE HEAD OF
RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
RECORDS**

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Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Mr. Bryan M. Ponce
Equivalent Job Title: Carpenter/Laborer (Dormitories/Cottages)
Name of Evaluator: Prof. Manolo B. Loreto, Jr. Date: Sept. 16 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:

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Evaluator's additional comments/recommendations:

What are the employee's strong points?

Very responsible & resourceful to complete his work inspite of
scarce resources
NC II 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:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


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