



**JOB ORDER (JO) WORKER EVALUATION FORM**

Name of Job Order Worker: RUTH LENE E. VALENZONA

Equivalent Job Title: Lab. Aide

Name of Evaluator: CHERYL C. BATISTEL

Date: April-June 2025

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                           | /      |   |   |   |   |          |

Evaluator's additional comments/recommendations:

What are the employee's strong points?



Very dependable, and has her own initiatives  
that increase work efficiency.

What are the employee's weak points?

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

Regularization to further increase her morale towards work.

Final recommendation:

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

Certified Correct:

  
**CHERYL C. BATISTEL**  
Head, DBS

Approved:

  
**REV RHIZZA L. AURE**  
Head, FNMS  
Dean 01C-6/27/24