

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker:

Caroline B. Anduyan

Equivalent Job Title:

Clerk

Name of Evaluator:

Ryssa C. Guinocor

Date:

January 4, 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	
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	✓						

Certified Correct:

(Evaluator)

Approved:

(Next higher supervisor)

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

Final recommendation:

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

What are the employee's weak points?

What are the employee's strong points?

Evaluator's additional comments/recommendations: