



### JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Emmanuel P. Lesidan

Equivalent Job Title: Laboratory Technician

Name of Evaluator: Charlie S. Andan Date: January 11, 2023

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	/					All good.
2. Over all attainment of outputs agreed with supervisor	/					All good
3. Quality and timeliness in the attainment of agreed outputs	/					All good
4. Efficiency and customer friendly frontline service to clients	/					Very attentive
5. Knowledge on the over-all aspect of the job assignments	/					Outstanding, can perform the job with less supervision
<b>II. Work Ethics/Attitude</b>						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					All good
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					All good
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	/					Impressive
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					Impressive

5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	/					Impressive, always accept task without complaining
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Evaluator's additional comments/recommendations: All good overall.

What are the employee's strong points?

He performs his duties with less supervision. He can multi-task from being a Lab Tech, to becoming a department messenger at time, and for being an admin record controller. He has an initiative to perform some job/tasks not assigned to him.

What are the employee's weak points?

So far none.

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

None so far, since he is very knowledge on the task given to him.

Final recommendation:

1 renewal of the contract for another 6 months  
 \_\_\_ non-renewal of the contract due to below par performance

Certified Correct:

Approved:

**CHARLIE S. ANDAN**  
 Head, DMEt(Evaluator)

**JANNET C. BECURE**  
 Dean, CET(Next higher supervisor)