

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Accomplish tasks assigned with excellent rate of performance.  
Reliable & diligent. Dedicated & responsible. With willingness  
to extend working hours without thinking of added compen-  
sation.

What are the employee's weak points?

May delegate office works to other office staff such as  
submission of documents to concerned offices & or make  
follow-up of requests & related tasks.

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

Hiring her to contractual status as job security boosts an  
employee's morale therefore effective, efficient & productive  
job performance, thus, quality job output.

Final recommendation:

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

Certified Correct:

  
**JESUSA M. MAGNO**  
(Evaluator)

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction