

## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Ramonito M. Paulo II

Equivalent Job Title: IT Staff

Name of Evaluator: Raymund M. Igcasama

Date: January 10, 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	/					
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:

Vision:  
Mission:

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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Evaluator's additional comments/recommendations:

What are the employee's strong points?

1. Knowledgeable on the job and responsibilities given.
2. Perform beyond what is expected.
3. Prompt in accomplishing assigned tasks.
4. Shares knowledge and provide a lending hand to co-workers.

What are the employee's weak points?

1. Timeliness

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


1. Attend training and workshops for capability building.
2. Take and pass the civil service eligibility.

Final recommendation:

1 renewal of the contract for another 6 months

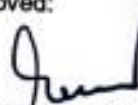
     non-renewal of the contract due to below par performance

Certified Correct:



**RAYMUND M. IGCASAMA**  
Head, Office of the Head of Admission

Approved:



**ALESI A. VILLOCINO**  
VP for Student Affairs and Services