

OFFICE OF THE DIRECTOR FOR INSTRUCTION & EVALUATION

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order W	orker:vaness	a VV. Nazai				
Equivalent Job Title:	Clerk					
Name of Evaluator: <u>Dr. Ma. Rachel Kim L. Aure</u> Date: <u>Jon 16, 2023</u>						
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						
 Performance of all mandated functions as listed in the contract 	/					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs	/					
Efficiency and customer friendly frontline service to clients	1					
Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	/					
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs						
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 						
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 						

What are the employee's strong points?	in the Mine
She is disignt and responsible	in mu office.
she can take the lead with of the take assigned.	the stap member in accomplishing
What are the employee's weak points?	
she neds to develop her self-	emplene.
What intervention would you recommend to ma	*
Final recommendation:	
renewal of the contract for another m non-renewal of the contract due to below p	
Certified Correct:	Approved:
aph	Ky "
MA. RACHEL KIM L. AURE Director, Instruction & Evaluation	BEATRIZ S. BELONIAS Vice President for Academic Affairs

Vision: Mission:



Name of Job Order Worker: Vanessa W. Nazal

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Equivalent Job Title: Clerk			_			
Name of Evaluator: <u>Dr. Ma. Rachel Kim L. Aure</u>			Da	ite:	Ju	ne 16, 2023
Instruction to evaluators: Please write your comments above JO worker and give your ratings by checking the below:	on the	ne pe propri	erforr iate r	manc	e and	d work ethics of sing the rating so
5 – Excellent 4 – Very Good 3 – Good		2	– Fa	air		1 – Poor
Criteria/evaluation statement			Rating			Comments
	5	4	3	2	1	
Nork Performance Nerformance of all mandated functions as listed in the contract						
Over all attainment of outputs agreed with supervisor						*
Quality and timeliness in the attainment of agreed outputs						
Efficiency and customer friendly frontline service to clients	/					
Knowledge on the over-all aspect of the job assignments						*
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					4
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs						
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	/	+				
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					
 Commitment to public service – reporting on time and willingly extend service if needed without 	/					

thinking of additional compensation

Evaluator's additional comments/recommendations	s:
What are the employee's strong points?	
She is very hard morte	supervision. can be trusted.
What are the employee's weak points?	
She needs to develop herself conf	Telever.
What intervention would you recommend to make to the following the same of the	
Final recommendation:	2
renewal of the contract for another months non-renewal of the contract due to below par p	ns performance
Certified Correct:	Approved:
MA. RACHEL KIM L. AURE	BEATRIZ S. BELONIAS
Director, Instruction and Evaluation	Vice President for Academic Affairs