



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Richie Mark P. Gonzales

Equivalent Job Title: Laboratory Aide

Name of Evaluator: Lourd Franz M. Gabunada

Date: July – December 2024

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:

What are the employee's strong points?

Mr. Gonzales is very familiar w/ the department's laboratory operations. He is reliable and proficient in maintaining orderliness in the laboratory.

What are the employee's weak points?

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

Encourage Mr. Gonzales to attend trainings and workshops to further improve his ability to provide effective support to students and maintain a well-functioning laboratory environment.

Final recommendation:

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

Certified Correct:

Approved:

  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

  
**GLENN G. PAJARES**  
Dean, College of Arts and Sciences





**JOB ORDER (JO) WORKER EVALUATION FORM**

Name of Job Order Worker: Richie Mark P. Gonzales

Equivalent Job Title: Laboratory Aide

Name of Evaluator: Donna Christene Q. Ramos

Date: June 27, 2025

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:

What are the employee's strong points?

Mr. Gonzales is very familiar with the department's laboratory operations.  
He is independent, organized & proficient in maintaining orderliness  
in the laboratory.

What are the employee's weak points?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Encourage Mr. Gonzales to attend trainings & workshops to further  
improve and enhance his ability and skills in providing effective support  
to students and maintain well functioning laboratory environment.

Final recommendation:

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

Certified Correct:

Ramos  
**DONNA CHRISTENE Q. RAMOS**  
Head, Biotechnology

Approved:

91  
**REV RHIZZA L. AURE**  
Dean, FNMS