

PERS EL RECORDS AND PERFORMANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: RANNIE B. VERIL

Equivalent Job Title:

**ADMIN AIDE I** 

Name of Evaluator: ERLINDA S. ESGUERRA Date: July 2, 2020

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	med	F	Comments			
	5	4	3	2	1	
I. Work Performance	1					
<ol> <li>Performance of all mandated functions as listed in the contract</li> </ol>	1					¥
<ol><li>Over all attainment of outputs agreed with supervisor</li></ol>	~					
<ol><li>Quality and timeliness in the attainment of agreed outputs</li></ol>		1				
<ol> <li>Efficiency and customer friendly frontline service to clients</li> </ol>	1					
<ol><li>Knowledge on the over-all aspect of the job assignments</li></ol>	1					
II. Work Ethics/Attitude				tre t		
<ol> <li>Industriousness - setting clear &amp; attainable objectives &amp; taking targets seriously and responsibly</li> </ol>	1					
<ol><li>Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs</li></ol>	~					
<ol> <li>Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor</li> </ol>	1					143
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		1				

Evaluator's additional comments/recommendations:	
What are the employee's strong points?	the not less supervision
What are the employee's weak points?	
What intervention would you recommend to make the J	O worker more effective?
Final recommendation:  renewal of the contract for another <u>6</u> months non-renewal of the contract due to below par performance.	rmance
Certified Correct:  Certified Correct:  ERLINDA'S. ESGUERRA  Evaluator	Approved:  Approved:  LOUELLA C. AMPAC  Next higher supervisor



## RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

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

## JOB ORDER (JO) WORKER EVALUATION FORM

Name o	f Job	Order	Worker:	RANNIE	B. VERIL
				. O di al al	D. ALKIL

Equivalent Job Title: ADMINISTRATIVE AIDE

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		3	Rati	Con	Comments		
	5	4	3		1		
I. Work Performance	+	-	-		JOO	menon la	5711-1.
Performance of all mandated functions as listed in the contract	V		e,			E VOLER	1
Over all attainment of outputs agreed with supervisor	1		-	110	16 70	11607-(10),1	ry money or to
<ol><li>Quality and timeliness in the attainment of agreed outputs</li></ol>	V	+	+	+	+	1.	
4. Efficiency and customer friendly frontline service to clients	0	-	+	-	3 01	r Deit	
Knowledge on the over-all aspect of the job assignments	V	-	-	-	-	13	
I. Work Ethics/Attitude	<u> </u>						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/		EU Min			1951 9	4
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	1			EX 2			¥
4. Practices teamwork - understanding and	-						38.0
synergistically, share knowledge and provide a lending hand to needy co-worker	/				**		5
and willingly extend service if needed without	V			, ,			

Evaluator's additional comments/recommendations: What are the employee's strong points? Plants of Job Cadar Worker. TARMER F. VER ACTIVISTI AS INVERIOR ACCOUNTS OF THE PROPERTY OF THE STATE OF THE What are the employee's weak points? Now on stall armos audy staw your ratings by checking the appropriate hundher using the rating acare What intervention would you recommend to make the JO worker more effective? Ummings In moit millingviller onlie Comments Final recommendation: renewal of the contract for another 6 months non-renewal of the contract due to below par performance healty and melines in he affairment of agreed columns and madition services Certified Correct: Approved: an off to menta line revenue of the . ESGUERRA Head, ACCOUNTING aldenialle A read on tea - as Director, ODF one reunice similar pro-is' 2. Diffe a colonia justice at work - prompt inaccomplishing assigned (poles and realitisation) 3. Responsibility have the entrantention with a ad transists and its argenus bus your transaction. tosivreque ech Plactices rearrangly - understanding and performing his her are effectively and synergistics by, share knowledge and playide a landary hand it aready to worker .... Curaminoptic public savios - reporting on time and vallingly extend carrying "inseded without Uninking of additional compensation

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