

PERS EL RECORDS AND PERFORMANCE EVALUATION OFFCE

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

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JUBEMARIE E. POSAS

Equivalent Job Title:

ADMIN AIDE I

Name of Evaluator: <u>ERLINDA S. ESGUERRA</u> Date: <u>July 2, 2020</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

No. of the state o

1 - Poor

Criteria/evaluation statement		-	Ratin	g		Comments
	5	4	3	2	1	
Work Performance 1. Performance of all mandated functions as listed in the contract	V					
Over all attainment of outputs agreed with supervisor	r					1
 Quality and timeliness in the attainment of agreed outputs 		1				
 Efficiency and customer friendly frontline service to clients 	1					
Knowledge on the over-all aspect of the job assignments	1					
II. Work Ethics/Attitude		1			-3.1	
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	1				. •	
 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 	1					
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a londing board.		_				
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?	
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What are the employee's weak points?	
How able to peak CSC exam	
J	
What intervention would you recommend to make the JO world	ker more effective?
To other have on training	
8	
8	
Final recommendation:	
✓ renewal of the contract for another 6 months	е
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✓ renewal of the contract for another 6 months	e
✓ renewal of the contract for another 6 months	e Approved:
renewal of the contract for another 6 months non-renewal of the contract due to below par performanc	Approved:
renewal of the contract for another 6 months non-renewal of the contract due to below par performanc	



RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

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

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order W	orker: JUBEMARIE E. POSAS	<u>i</u>				
Equivalent Job Title:	ADMINISTRATIVE AID					
Name of Evaluator: <u>E</u>	RLINDA S. ESGUERRA		eprot &	Date:	10 01	[15 21
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Criteria/evaluation statement		F	atin	g		Comments
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Over all attainment of outputs agreed with supervisor	1	,				
Quality and timeliness in the attainment of agreed outputs	1					i hadiini
Efficiency and customer friendly frontline service to clients	1				JBR	50
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II. Work Ethics/Attitude		1		11/4	00/	L. V. S. V.
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	1) (L .) .		
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	1					X X
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	V		11 K			
4. 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					

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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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