

ACCOUNTING OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 565-0600-1006 Email: accounting@vsu.edu.ph Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Work	er: IAN F. C	GODOY						
Equivalent Job Title:	Adminis	trative Aide III						
Name of Evaluator:	NICK FREDDY	R. BELLO	Date:	01/10/2024				
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	
Work Performance Performance of all mandated functions as listed in the contract		/				
Over all attainment of outputs agreed with supervisor		1	100000000000000000000000000000000000000			
Quality and timeliness in the attainment of agreed outputs		1				
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		After annual contract of the c				
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs		1				
 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 		1				

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.

Page 1 of 2

FM-HRM-29 V0 11-12-2021

No. 2024-009

What are the employee's strong points?	
What are the employees strong parties	
What are the employee's weak points?	background "
heed were occoming / trans	0
What intervention would you recommend to make	the JO worker more effective?
Africa relief francisco	11
Final recommendation:	
renewal of the contract for another mon	ths
non-renewal of the contract for another non-renewal of the contract due to below-par	performance
Non-renewal of the optimized and	
Certified Correct:	Approved:
Mulh	Lihan-any N
NICK FREDDY R. BELLO	LOUELLA C. AMPAC
CIC-Head, Accounting Office	Director, Finance

Vision: Mission: