



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JONEL H. ABABAT

Equivalent Job Title: UTILITY / MESSENGER

Name of Evaluator: JEROME O. ARRIBADO Date: JANUARY 6, 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	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract		<input checked="" type="checkbox"/>				
2. Over all attainment of outputs agreed with supervisor		<input checked="" type="checkbox"/>				
3. Quality and timeliness in the attainment of agreed outputs		<input checked="" type="checkbox"/>				
4. Efficiency and customer friendly frontline service to clients		<input checked="" type="checkbox"/>				
5. Knowledge on the over-all aspect of the job assignments	<input checked="" type="checkbox"/>					
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly		<input checked="" type="checkbox"/>				
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs		<input checked="" type="checkbox"/>				
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor		<input checked="" type="checkbox"/>				
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker		<input checked="" type="checkbox"/>				
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation		<input checked="" type="checkbox"/>				

Evaluator's additional comments/recommendations:

What are the employee's strong points?

ACCOMMODATING TO MULTITASKING CLIENTS, WILLING TO WORK BEYOND OFFICE HOURS

What are the employee's weak points?

HE NEEDS FOLLOW-UP ON THE TASKS GIVEN TO HIM.


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

FOLLOW-UP & MONITORING

Final recommendation:

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

Certified Correct:


JEROME O. ARRIBADO
(Evaluator)

Approved:


N. C. ENNACE
(Next higher supervisor)