



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: NOREVE JEAN M. AGAD

Equivalent Job Title: CHEMICAL TECHNICIAN

Name of Evaluator: ELIZABETH S. QUEVEDO Date: 29 December 2023

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	/					All mandated functions listed in the contract were performed
2. Over all attainment of outputs agreed with supervisor	/					Attainment of agreed outputs was excellent
3. Quality and timeliness in the attainment of agreed outputs	/					The quality and timeliness of all agree outputs were extraordinary
4. Efficiency and customer friendly frontline service to clients	/					Efficiency and customer friendly frontline services to clients were overwhelming even under pressure
5. Knowledge on the over-all aspect of the job assignments	/					Very knowledgeable on the over-all aspect of the job aspects
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					Very responsible and hard-working
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					Assigned tasks were accomplished on time and good quality outputs were submitted
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	/					Very responsible
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					Easy to work with and no disagreements with co-workers
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	/					Work ethics were outstanding.

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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Evaluator's additional comments/recommendations:

What are the employee's strong points?

- a) Meets the required qualification for the job as Licensed chemical technician.
- b) Reliable and can work independently on assigned task with less supervision.

What are the employee's weak points?

- a) Needs to be updated on current trends related to chemical laboratory instrumentation, operations, safety, chemical waste management among others.
- b) Job order work status.


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

- a) Should attend regularly chemical laboratory-related trainings.
- b) Should be given regular work status.


Final recommendation:

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

Certified Correct:


ELIZABETH S. QUEVEDO
(Evaluator)

Approved:


MA. THERESA P. LORETO
(Next higher supervisor)