



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: VANESSA MAY B. MILAN

Equivalent Job Title: CLERK

Name of Evaluator: ROMEL B. ARMECIN

Date: JAN. 19, 2021

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		/				
2. Over all attainment of outputs agreed with supervisor		/				
3. Quality and timeliness in the attainment of agreed outputs		/				
4. Efficiency and customer friendly frontline service to clients		/				
5. Knowledge on the over-all aspect of the job assignments		/				
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly		/				
2. 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		/				
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker		/				
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation		/				

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Responsible & reliable

What are the employee's weak points?

Needs to improve time management.


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

Learn higher level responsibilities

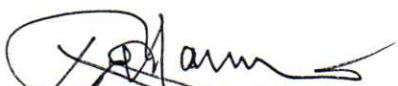
Final recommendation:

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

Certified Correct:


ROMEL B. ARMEJIN
Evaluator

Approved:


ANTONIO P. ABANDO
Next Higher Supervisor