



## JOB ORDER (JO) WORKER EVALUATION FORM

 Name of Job Order Worker: MENCHU B. SABANDO

 Equivalent Job Title: Administrative Aide III

 Name of Evaluator: NICK FREDDY R. BELLO

 Date: January 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	
<b>I. Work Performance</b>						
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		/				
<b>II. Work Ethics/Attitude</b>						
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:

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge, and innovative technologies for sustainable communities and environment.

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V01-12-2021

No. 1214-00

What are the employee's strong points?

Reliable, hardworking

What are the employee's weak points?

Need more accounting/finance background.

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

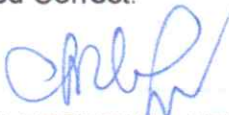
Offer relevant training

Final recommendation:

☒ renewal of the contract for another 6 months

☐ non-renewal of the contract due to below-par performance

Certified Correct:



**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Approved:



**LOUELLA C. AMPAC**  
Director, Finance

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No. 2024-010