



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Jenlyn M. Donayre

Equivalent Job Title: Administrative Aide III

Name of Evaluator: Toni Marc L. Dargantes Date: December 26, 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	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract	✓					Did the extra mile
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?

Finds efficient and effective way to get things done, even
with limited time

What are the employee's weak points?

Short-term focus

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

Send to trainings/seminars

Final recommendation:

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

Certified Correct:


TONI MARC L. DARGANTES

(Evaluator)

Approved:


M. J. R.

(Next higher supervisor)