

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: proce@vsu.edu.ph Website: www.vsu.edu.ph

10 This Up on

## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker:	SUSAN M. VALENCERINA
Equivalent Job Title:	ADMINISTRATIVE AIDE I

Name of Evaluator: ERLINDA S. ESGUERRA

Date: 01/15/21

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		F	Ratin	Comments		
	5	4	3	2	191	10091 (600)
Work Performance     1. Performance of all mandated functions as listed in the contract		eitn	1945 19 61	lo en	10 l	wenst, Y etack
Over all attainment of outputs agreed with supervisor	1	2				
<ol><li>Quality and timeliness in the attainment of agreed outputs</li></ol>		1				a traffithe ")
4. Efficiency and customer friendly frontline service to clients and acceptable to clients.	1		. 8		ing)	
Knowledge on the over-all aspect of the job assignments	1				- N. P.	4
II. Work Ethics/Attitude		1	by Aprile an			h mart
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	1		OM	14		
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					
<ol> <li>Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor</li> </ol>	/			a 121		
<ol> <li>Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker</li> </ol>	1					
<ol> <li>Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation</li> </ol>	1					

Evaluator's additional comments/recommendations: What are the employee's strong points? Name of Job Order Worker What are the employee's weak points? confidence Varie pet your ratings in the characteristic marker using the reting scale What intervention would you recommend to make the JO worker more effective? mercanic accientation parities. Inormino? Final recommendation: renewal of the contract for another 6 months non-renewal of the contract due to below par performance Approved: an Approved: Certified Correct: ERLINDA'S. ESGUERRA Head, ACCOUNTING Yra ylana nak u nijilei phole 🕉 sev no work is softli but Durick lifts are to be eight into more wife Fractices is an index transmitted of the doctors of a proof granter

appropriate that the term bearing with the order

not an ignor shot top a gor but

Community of the service - reporting on their mid which service is serviced from thought

11-15-5

SECRECATIONS AND STREET



## PERSONMEL RECORDS AND PERFORMANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker:	SUSAN M.	VALENCERINA
---------------------------	----------	-------------

Equivalent Job Title:

**ADMIN AIDE I** 

Name of Evaluator: ERLINDA S. ESGUERRA Date: July 2, 2020

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

I - Poor

Criteria/evaluation statement	Rating					Comments
	5	4	3	2	1	
Work Performance     Performance of all mandated functions as listed in the contract	1					
Over all attainment of outputs agreed with supervisor		~				,
<ol><li>Quality and timeliness in the attainment of agreed outputs</li></ol>	1					
<ol> <li>Efficiency and customer friendly frontline service to clients</li> </ol>	~					
<ol> <li>Knowledge on the over-all aspect of the job assignments</li> </ol>	1					
II. Work Ethics/Attitude	-		-	- 12	-	
<ol> <li>Industriousness - setting clear &amp; attainable objectives &amp; taking targets seriously and responsibly</li> </ol>	/					
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs		~				
Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	<i>-</i>					
Practices teamwork - understanding and	-		_	_		
synergistically, share knowledge and provide a lending hand to needly so worker.	/					
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?	
What are the employee's weak points?	
What intervention would you recommend to make the JO	worker more effective?
Final recommendation:  ✓ renewal of the contract for another <u>6</u> months non-renewal of the contract due to below par perform	ance
Certified Correct:	Approved:
ERLINDAS. ESGUERRA Evaluator	LOUELLA C. AMPAC Next higher supervisor