

**JOB ORDER (JO) WORKER EVALUATION FORM**Name of Job Order Worker: MARIANNE JOYCE L. DE CAIMANEquivalent Job Title: Clerk Designated as dDRCName of Evaluator: ANTONIO P. ABAMO Date: June 6, 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 | / | | | | | |
| 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 | / | | | | | |

What are the employee's strong points?

Willingness to learn the new things of the job

What are the employee's weak points?

her professional training is relatively far from her work assignment

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

Expose and be trained more

Final recommendation:

☒ renewal of the contract for another 6 months

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

Certified Correct:


ANTONIO P. ABAMO
Evaluator

Approved:


MARIA JULIET C. CENIZA
Next Higher Supervisor



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: MARIANNE JOYCE L. DE CAIMAN

Equivalent Job Title: Clerk designated as dDRC

Name of Evaluator: ANTONIO P. ABAMO Date: September 15, 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 | / | | | | | |
| 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 | / | | | | | |

What are the employee's strong points?

excellent IT skills

What are the employee's weak points?

Needs to learn more on her admin support-type of work

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

Training & seminars related to the job

Final recommendation:

- ☒ renewal of the contract for another 4 months
☐ non-renewal of the contract due to below par performance

Certified Correct:



ANTONIO P. ABAMO
Evaluator / Director for Extension

Approved:



MARIA JULIET C. CENIZA
VP for R E I