

BUSINESS AND MANAGEMENT

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order V	Vorker: SHEILLO G. C.	ATORGE		
Equivalent Job Title:	CLERK/dDRC			
· Name of Evaluator: __	DORYN JAN L. AVILA	A	Date: _	JUNE 20, 2025
	ors: Please write your o			
5 – Excellent	4 – Very Good	3 – Good	2 – Fair	1 – Poor

Criteria/evaluation statement		Rating				Comments
	5	4	3	2	1	
Nork Performance Nerformance of all mandated functions as listed in the contract	/					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs	/					
Efficiency and customer friendly frontline service to clients	1					
Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	1					iu.
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 						
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	1					
 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? . Affend from ups about adminishmention while of efficiency Final recommendation: renewal of the contract for another ummonths non-renewal of the contract due to below par performance Certified Correct: Approved:





DEPARTMENT OF BUSINESS AND MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 565 0600 loc.1018 Email: businessmanagement@vsu.edu.ph Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order V	Norker: SHEILLO G. CATORCE	
Equivalent Job Title:	CLERK	C. MERCHAN STANDARD S
Name of Evaluator:	DR. MARK C. RATILLA	Date: SEPTEMBER 26, 2024
Instruction to evaluat above JO worker and below:	ors: Please write your comments on the give your ratings by checking the appr	e performance and work ethics of the opriate number using the rating scale
5 - Excellent	4 – Very Good 3 – Good	2 – Fair 1 – Poor

Criteria/evaluation statement		F	Ratir	Comments		
	5	4	3	2	1	riggi-
I. Work Performance					<u> </u>	
Performance of all mandated functions as listed in the contract						
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs					Ų.	
 Efficiency and customer friendly frontline service to clients 	/					
Knowledge on the over-all aspect of the job assignments					1.5	
II. Work Ethics/Attitude					D) 31	
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly				delity deleganismi manigranismi manganapa.		
 Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs 				del della controlla della controlla		
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 						
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker					the communication way with the annual section below.	
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 		endirective anti-negarinist de anti-negarinis		÷		O STATES TO A STATE OF THE STATES OF THE STA

Evaluator's additional comments/recommendations:

What are the employee's stronger for the 106 do		minins
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ware project	740.00	
What intervention would you	recommend to make the JO worker more effective?	steil
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renewal of the contract f		
non-renewal of the conti	ract due to below par performance	
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Certified Correct:	Approved:	
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MARK CARATILLA	Juner LILIAN B. NU	ÑEZ
(Evaluator)	(Next higher su	perviso
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ADMINISTRATIVE SERVICES OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1072 Email: odas@vsu.edu.ph Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker	SHEILLO G.	CATORCE			No second and a second a second and a second a second and
Equivalent Job Title:	Clerk/dDrc				
Name of Evaluator:Dr. N	lark C. Ratilla	-	Date:	January 15,2	024
Instruction to evaluators: P above JO worker and give y below:	lease write your rour ratings by cl	comments on the hecking the appro	perfor	mance and w number using	ork ethics of the the rating scale
5 – Excellent 4 – V	ery Good	3 – Good	2 -	- Fair	1 – Poor

Criteria/evaluation statement		1	Ratin	Comments		
	5	4	3	2	1	
I. Work Performance						
Performance of all mandated functions as listed			1*			
in the contract				Section of the sectio		
Over all attainment of outputs agreed with						
supervisor				000000000000000000000000000000000000000		
Quality and timeliness in the attainment of						
agreed outputs				1		
4. Efficiency and customer friendly frontline service						
to clients						
Knowledge on the over-all aspect of the job						
assignments						
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable				and the state of t		
objectives & taking targets seriously and			- Contraction of the Contraction			
responsibly			popular constant from	w-decision and the second		
2. Diligence and justice at work - prompt in			Transport			
accomplishing assigned tasks and submission of			Name of the state			
good quality outputs			water for the second			
3. Responsibility - having the right intention, with a		-				
sense of duty and accepts all jobs assigned by						
the supervisor			on the second			
Practices teamwork - understanding and						
performing his/her role effectively and						
synergistically, share knowledge and provide a					- Landard Control of C	
lending hand to needy co-worker	PARTICIPATION OF THE PARTICIPA				odnia-opiny.	
Commitment to public service – reporting on time					and the same	
and willingly extend service if needed without			No. of the contract of the con		in the second	
thinking of additional compensation					e de la companie de l	

Evaluator's additional comments/recommendations:

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Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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What are the employee's strong points?	the processes in the department and
The university. Desendable and	au ampligh fish on time, far
Du initiative to complete	tack on her own without much
Supervision.	
What are the employee's weak points?	France flut increases july efficiency.
The transfer of many con sol	June June June Julius J
What intervention would you recommend to	make the JO worker more effective?
of More trai Attend fainings / ser	minan to chlene software / compuly
Stills. Hoper Leigh from	insterior, referent gottware at
Collaborate with collugue	of the staff in the definitioners.
-	
Final recommendation:	
renewal of the contract for another +	months
non-renewal of the contract due to bel	Approxime .
Certified Correct:	Approved:
	1.1.
MARK C. RATILLA	MOISES NEIL V. SERIÑO
(∉valuator)	(Next higher supervisor)