



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: SHEILLO G. CATORCE

Equivalent Job Title: CLERK/dDRC

Name of Evaluator: DORYN JAN L. AVILA Date: JUNE 20, 2025

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	<input checked="" type="checkbox"/>					
2. Over all attainment of outputs agreed with supervisor	<input checked="" type="checkbox"/>					
3. Quality and timeliness in the attainment of agreed outputs	<input checked="" type="checkbox"/>					
4. Efficiency and customer friendly frontline service to clients	<input checked="" type="checkbox"/>					
5. Knowledge on the over-all aspect of the job assignments	<input checked="" type="checkbox"/>					
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	<input checked="" type="checkbox"/>					
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	<input checked="" type="checkbox"/>					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	<input checked="" type="checkbox"/>					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	<input checked="" type="checkbox"/>					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	<input checked="" type="checkbox"/>					



Evaluator's additional comments/recommendations:

What are the employee's strong points?

• always on time
• she does her tasks diligently and even work beyond time

What are the employee's weak points?

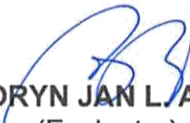
What intervention would you recommend to make the JO worker more effective?

• attend trainings about administration works for efficiency


Final recommendation:

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

Certified Correct:


DORYN JAN L. AVILA
(Evaluator)

Approved:


MARK C. RATILLA
(Next higher supervisor)



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: SHEILLO G. CATORCE

Equivalent Job Title: CLERK

Name of Evaluator: DR. MARK C. RATILLA

Date: SEPTEMBER 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	✓					
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?

Gets the job done! Can work independently with minimal supervision

What are the employee's weak points?

More training on using new technologies to augment work performance.

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

Attend trainings to develop technology-use related skills.

Final recommendation:

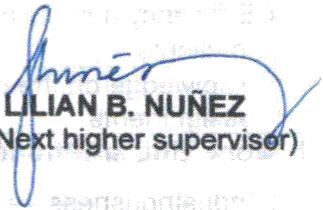
☒ renewal of the contract for another 3 months

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

Certified Correct:


MARK C. RATILLA
(Evaluator)

Approved:


LILIAN B. NUÑEZ
(Next higher supervisor)



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: SHEILLO G. CATORCE

Equivalent Job Title: Clerk/dDrc

Name of Evaluator: Dr. Mark C. Ratilla

Date: January 15, 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	/					
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:

- Complies task right away and produces output of excellent quality. Has own initiative doesn't wait to be instructed to perform routine task.

What are the employee's strong points?

→ very knowledgeable about the process in the department and the university. Dependable and accomplish task on time. Has own initiative to complete task on her own without much supervision.

What are the employee's weak points?

→ proficiency in using new software that increases job efficiency.

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

→ ~~More~~ attend trainings/seminars to enhance software/computer skills. Improve knowledge from materials, relevant software and collaborate with colleagues/other staff in the department.

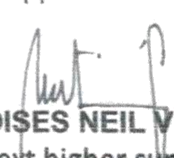
Final recommendation:

☒ renewal of the contract for another ⁶~~12~~ months
☐ non-renewal of the contract due to below par performance

Certified Correct:


MARK C. RATILLA
(Evaluator)

Approved:


MOISES NEIL V. SERINO
(Next higher supervisor)