

# IPCR/ Evaluation Form



**VISAYAS**  
STATE UNIVERSITY

**QUALITY ASSURANCE CENTER**  
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## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: SHARA LIZ B. BREHONIO

Equivalent Job Title: Admin Aide III

Name of Evaluator: Aleli A. Villocino Date: 06/02/23

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	
<b>I. Work Performance</b>						
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		✓				
<b>II. Work Ethics/Attitude</b>						
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:

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** 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 employee is a team player and takes an extra effort in learning how procedures are done.

What are the employee's weak points?

Need to practice fast tracking of documents and take the initiative of meeting people who are directly involved in the process of the program.

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

Participate regularly in learning & development workshops & programs to improve work productivity.

Final recommendation:

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

Certified Correct:

ALELI A. VILLOCINO  
(Evaluator)

Approved:

EDGARDO E. TULIN  
President

Vision:  
Mission:

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**COSW/JOW BACKGROUND INVESTIGATION AND  
 CHARACTER/COMPETENCY ASSESSMENT/EVALUATION FORM**

Indicators/ Dimensions	Behavioral Description	Scale				
		5	4	3	2	1
Exemplifying Integrity	Consistency behaves in an open, fair and transparent manner, honours one's commitments and works to uphold the public service values and highest ethical standards.	/				
Courtesy, Human Relations and Stress Tolerance	Polite, kind and thoughtful towards the public, clientele in manner of speech and actions. Integrates concern for people at work, office clientele and supervisor-subordinate relationship into work situation. Stability of performance under pressure or opposition. Has a high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflict, etc. Ability to control and handle anger and negative emotions.	/				
Punctuality and Attendance  <u>Note:</u>  a. Duly signed DTRs are to be attached for the rating period b. 4-5 tardiness is equivalent to 1 day absent c. Total within the rating period is to be considered	Observes behavior of coming to the office on time to complete assigned responsibilities. Observes behavior of being present at work to complete assigned responsibilities  <u>On Punctuality:</u> 5 – Has no late/tardiness within a month 4 – Has incurred 1-3 tardiness in a month 3 – Has incurred 4-5 tardiness in a month 2 – Has incurred 6-10 tardiness in a month 1 – Has incurred 11 tardiness in a month  <u>On Attendance:</u> 5 – Has no absent within a month 4 – Has incurred 1-3 absences in a month 3 – Has incurred 4-5 absences in a month 2 – Has incurred 6-10 absences in a month 1 – Has incurred 11 absences and above in a month.	/				
Teamwork and Developing Partnership	Working together as a unit for common goal, building teams through mutual trust, respect and cooperation. Establishes and maintains networks with other offices or units including public agencies or private institutions contributory to the realization of the mandates of functions of the PSA	/				
Accountability and Stewardship of Resources	Takes ownership for outcomes (success or failures) while addressing performance issues fairly and promptly. Contributes effective, efficient and productive utilization of resources in order to meaningful results and great impact. Consistently practices in conservation impact. Consistently practices in conservation of energy, time, supplies, materials and other resources	/				
Leading and Managing Change	Ability to engage, energize, and enable the team to excel. Embraces change, without reservation relative to duties and responsibilities, statutory requirements and policy redirections and ever changing priorities of the PSA.	/				





Republic of the Philippines  
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 Region VIII – Eastern Visayas

Managing Performance and Developing Talent	Genuinely believes in others' capability to develop and take personal responsibility for their environment for learning and provides developmental opportunities for individual and team	✓					
Strategic Creative Thinking and Conceptual and Innovative Thinking	Ability to understand dynamic internal and external environment and its impact. Responds to the opportunities and challenges for the betterment of society. Understand a situation or environment by putting the pieces together and identifying patterns that may not be seriously related. Connecting the dots while resisting stereotyping. Open to change approaches issues differently, offers alternate/out of the box solutions and strives for efficiency by working smartly.	✓					
Planning, Organizing and Delivering Result, Quality Service Orientation, and Quality Management Compliance	Ability to plan, organize and monitor work with effective utilization of resources such as time, money, and people. High drive for achieving targets and competing against a standard of excellence. Consistently participates in the implementation of standards and policies on quality management.	✓					
Policy Interpretation and Obedience to the Office Rules and Regulation	Appreciate and contributes in the proper, effective and efficient implementation of policies contributory in insuring fairness and objective in the delivery of services. Exemplify obedience to lawful instructions and orders by the higher authority, and office rules and regulation, e.g. wearing of proper office attire and identification (ID), use of internet, attendance to flag ceremony, observance of proper break time and 7s of Good Housekeeping	✓					

I hereby certify that I discussed with the COSW/JOW the foregoing results.

HESSON BEN-EDN C. DOBLE  
 Supervisor

I hereby certify that my Supervisor discussed with me the foregoing results.

SHARA LD. BREAÑO  
 COSW/JOW

**CONFIRMED:**

**WILMA A. PERANTE**  
 Head of Office

**Copy furnished:**

\_\_\_\_ Chair, /CO/S/RO Committee on CSJOW  
 \_\_\_\_ 201 File



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Behavioral Assessment of Contract of Service Worker (COSW)  
Rating Period: \_\_\_\_\_

Indicators	Behavioural Factors	Rating (Encircle)
1. Integrity	Observes standards of professional behavior by exemplifying impartiality and independence. ....	1 2 3 4 <u>5</u>
2. Transparency	Ensures transparency in all interactions and transactions to build and nurture trust inside and outside PSA. ....	1 2 3 4 <u>5</u>
3. Adaptability	Responds to change with a positive attitude and willingness to learn new ways to deliver PSA mandate. ....	1 2 3 4 <u>5</u>
4. Courtesy	Polite, kind and thoughtful behaviour, towards the public, clientele in manner of speech and actions. ....	1 2 3 4 <u>5</u>
5. Human Relations/Leadership	supervisor-subordinate relationship into work situation. ....	1 2 3 4 <u>5</u>
6. Initiative	Starts action, projects and performs assigned tasks without being told and under minimal supervision. ....	1 2 3 4 <u>5</u>
7. Stress Tolerance	Stability of performance under pressure or opposition. ....	1 2 3 4 <u>5</u>
8. Punctuality	Observes behavior of coming to the office on time and to be present at work to complete assigned responsibilities. ....	1 2 3 4 <u>5</u>
9. Attendance	Observes behavior of being present at work to complete assigned responsibilities. ....	1 2 3 4 <u>5</u>
10. Policy Interpretation and Implementation	Exhibits knowledge of applicable policies and the ability to interpret and apply such policies under different circumstances. ...	1 2 3 4 <u>5</u>
Total point scores -----		<u>50</u>
Divide by the number of indicators rated -----		<u>10</u>
Average point score -----		<u>5</u>
Conversion Table for Verbal Rating:  4.60 – 5.00 - Outstanding 3.60 – 4.59 - Very Satisfactory 2.60 – 3.59 - Satisfactory 1.60 – 2.59 - Unsatisfactory 1.00 – 1.59 - Poor		<b>OUTSTANDING</b> Verbal Rating
Comments and Recommendations:   		
We discussed and agreed on the above ratings:		
 HESSON EDNEDN C. DOBLE Printed Name and Signature of Immediate Supervisor		Confirmed:   SHARA D. BRITANO Printed Name and Signature of COSW
_____ Position		_____ Director/ANS/DNS/NSCRG
_____ Position		_____ Position
_____ Position		_____ Date