

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worke	er: CHRIST	CHRISTOPHER JOHN M. STA IGLESIA					
Equivalent Job Title:	ADMINS	TRATIVE AIDE I					
Name of Evaluator: <u>NIC</u>	K FREDDY R. BEL	LO	Date: <u>J</u>	anuary 10, 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	,					
Performance of all mandated functions as listed in the contract	1					
Over all attainment of outputs agreed with supervisor	1					
Quality and timeliness in the attainment of agreed outputs		1				
Efficiency and customer friendly frontline service to clients	1					
Knowledge on the over-all aspect of the job assignments		J				
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	1					
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	J					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	1					
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	J					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	1					

Evaluator's additional comments/recommendations:	
What are the employee's strong points?	
What are the employee's weak points? Need training on accounting functions.	
What intervention would you recommend to make the JO worker from the subwing the subwing	more effective? fw d'ms.
Final recommendation:	
renewal of the contract for another months non-renewal of the contract due to below par performance	
Certified Correct:	Approved:
Melh	Lahan-angar
NICK FREDDY R. BELLO (Evaluator)	(Next higher supervisor)



ACCOUNTING OFFICE

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Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: CHRISTOPHER JOHN M. STA IGLESIA

Equivalent Job Title: ADMINISTRATIVE AIDE III

Name of Evaluator: NICK FREDDY R. BELLO

Date: June 20, 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	
		4	3	2	1	
Nork Performance Nerformance of all mandated functions as listed in the contract	1					
Over all attainment of outputs agreed with supervisor		1				
Quality and timeliness in the attainment of agreed outputs	The same special series and	1				
Efficiency and customer friendly frontline service to clients	1					
Knowledge on the over-all aspect of the job assignments		/				
II. Work Ethics/Attitude						3
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	1					
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	/					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	1		One of the same of			

Evaluator's additional comments/recommendations:

What are the employee's strong points?	
	mente en encado también de la composição
What are the employee's weak points? Ned p matinize time and improve office	en e-
What intervention would you recommend to make the JO w	orker more effective?
Final recommendation:	
renewal of the contract for another months non-renewal of the contract due to below par performan	nce
Certified Correct:	Approved:
CARDON DELLO	Lihan-amou
NICK FREDDY R. BELLO OIC Head, Accounting Division	LOUELLA C. AMPAC
OTO FIERW, ACCOUNTING DIVISION	Director, Finance