

Name of Job Order Worker: RUEN A. SABANDO

Equivalent Job Title: TRAINING ASSISTANT

Name of Evaluator: **JENNIFER E. ANDO** 

## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Date: June 19, 2025

## JOB ORDER (JO) WORKER EVALUATION FORM

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 scales below:						
5 - Excellent 4 - Very Good 3 - Good 2 - Fair					1 – Poor	
Criteria/evaluation statement		F	Ratin	Comments		
	5	4	3	2	1	#15-00 MARINES
Work Performance     Performance of all mandated functions as listed in the contract	V					
<ol><li>Over all attainment of outputs agreed with supervisor</li></ol>	V					
<ol><li>Quality and timeliness in the attainment of agreed outputs</li></ol>	V					
<ol> <li>Efficiency and customer friendly frontline service to clients</li> </ol>	V					
<ol><li>Knowledge on the over-all aspect of the job assignments</li></ol>	V.					
II. Work Ethics/Attitude					-	
<ol> <li>Industriousness - setting clear &amp; attainable objectives &amp; taking targets seriously and responsibly</li> </ol>	v					
<ol><li>Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs</li></ol>	~					
<ol> <li>Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor</li> </ol>	V					
<ol> <li>Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker</li> </ol>	~					
<ol> <li>Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation</li> </ol>	1					



LEARNING AND DEVELOPMENT OFFICE

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Page 1 of 2 FM-HRM-29 V01 02-14-2025

No. L&D25-01-23

Evaluator's additional comments/recommer	idations:
What are the employee's strong points?	nt, fast & can submit output
on time.	ne , 10001 support
What are the employee's weak points?  Smotimes Suy & lack of	Confidence
What intervention would you recommend to	make the JO worker more effective?
Final recommendation:	
renewal of the contract for another non-renewal of the contract due to below	months par performance
Certified Correct:	Approved:
JENNIFER E. ANDO (Evaluator)	HONEY SOFIA V. COLIS Director, HRMD

Vision:

A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission:

To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

Page 2 of 2 FM-HRM-29 V01 02-14-2025 No. L&D25-01-23