



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: MERLIN R. LEBANTE

Equivalent Job Title: CLERK/dDRC /dRM

Name of Evaluator: ARTURO E. PASA Date: JUNE 11, 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?

Knowledgeable of her tasks

What are the employee's weak points?

coming to office on time


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

same as others

Final recommendation:

☒ renewal of the contract for another 3 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


DENNIS P. PEQUE
Director, RCCRDC

Approved:


for **SANTIAGO T. PEÑA JR.** o/c
VP, REI 6/14/24
88



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: MERLIN R. LEBANTE

Equivalent Job Title: CLERK/dDRC /dRM

Name of Evaluator: DENNIS P. PEQUE

Date: January 4, 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?

Very knowledgeable and dependable ^{on} for whatever task
is given

What are the employee's weak points?

There are cases where she failed to report on time.

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

One-on-one discussion about university policies


Final recommendation:

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

Certified Correct:


ARTURO E. PASA
Director, RCCRDC

Approved:


DENNIS P. PEQUE
OIC, VP, RDEI