



DEPARTMENT OF BIOTECHNOLOGY

Visayas State University Baybay City, Leyte, 6521 Philippines Phone: Trunkline 565-0600, local 1099 Email: biotech@vsu.edu.ph Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Sherlyn O. Ramoneda

Equivalent Job Title: Clerk/dDRC

Name of Evaluator: Lourd Franz M. Gabunada

Date: October - December 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		F	Ratin	Comments		
	5	4	3	2	1	THINSIES BARGER
Work Performance Performance of all mandated functions as listed in the contract	/	101				lenm-non
Over all attainment of outputs agreed with supervisor	1					
Quality and timeliness in the attainment of agreed outputs	1				itos	moO bellineO
 Efficiency and customer friendly frontline service to clients 	1			D		
Knowledge on the over-all aspect of the job assignments	/	URE	BAD	M	MA	LOURD FR
II. Work Ethics/Attitude				Colc	hill	Feed, Bigg
 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 	/					

Evaluator's additional comments/reco	
What are the employee's strong point	ts?
Ms. Ramonedo Is	diligent, resourceful and proactive
WAL DATION FORM	JOB ORDER (JO) WÖRKER E
	Name of Job Order Worker, Sharkin G. Ramonada
	4
What are the employee's weak points	S? SERVING SER
	Name of State of Stat
Allegand and the same of the s	
	instruction to evaluators; Planse write-vour comments or
What intervention would you recomm	nend to make the JO worker more effective?
	oneda to otheral trainings and
workshops to further	imposite her ability in
providing expective ac	Iministrative support to students and
form Hy	
Final recommendation:	
renewal of the contract for anoth	
non-renewal of the contract due	to below par performance
	2 Over all allainment of outputs agreed with
	supervisor
Certified Correct:	Approved:
1	
/h	and the feature in an A. Connection of the
LOURD FRANZ M. GABUNADA	GLENN G. PAJARES
Head, Biotechnology	Dean, College of Arts and Sciences
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(1. Industriousness - setting clear & sitalnable objectives & taking langets seriously and
	responses o serving respons services of the policy of the
	2. Diligence and Justice at work - prempt in
	sunse of duty and accepts all jobs assigned by
	Preduces beenwork - understanding and performing his/her role effectively and synergisticsity, share knowledge and provide a series and provide a series.





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Name	of	Job	Order	Worker:	Sherlyn	0.	Ramone
						-	1 tailloil

Equivalent Job Title:

Clerk/dDRC

Name of Evaluator:

Lourd Franz M. Gabunada

January - June 2024
Date: 11/04/2024

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		F	Ratin	Comments		
	5	4	3	2	1	
Work Performance 1. Performance of all mandated functions as listed in the contract	/					
Over all attainment of outputs agreed with supervisor	/					
Quality and timeliness in the attainment of agreed outputs	1					
Efficiency and customer friendly frontline service to clients	/					
Knowledge on the over-all aspect of the job assignments	/		n B	FA		
II. Work Ethics/Attitude	1			1		
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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 						

Evaluator's additional comments/recommendations: What are the employee's strong points?						
What are the employee's weak points?						
What intervention would you recommend to						
improve her ability in analyting	of trainings and norkshops to further effective administrator support to					
students and faculty.						
Final recommendation:						
That toominordation.						
renewal of the contract for another3_						
non-renewal of the contract due to below	w par performance					
Cortified Correct:	Approved					
Certified Correct:	Approved:					
LOURD FRANZ M. GABUNADA Head, Biotechnology	GLENN G. PAJARES Dean, College of Arts and Sciences					
nead, Biolechnology Dean, College of Arts and Scien						