



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Maria Michelle M. Scquina

Equivalent Job Title: Clerk

Name of Evaluator: ZYRA MAY H. CENTINO Date: July 2021

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	5					
2. Over all attainment of outputs agreed with supervisor	5					
3. Quality and timeliness in the attainment of agreed outputs	5					
4. Efficiency and customer friendly frontline service to clients	5					
5. Knowledge on the over-all aspect of the job assignments	5					
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	5					
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	5					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	5					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	5					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	5					

Evaluator's additional comments/recommendations:

What are the employee's strong points?

- Very organized and has a keen attention to detail in every task required of her.
- Computer savvy ..

What are the employee's weak points?

needs more training in soft skills like time management / analysis

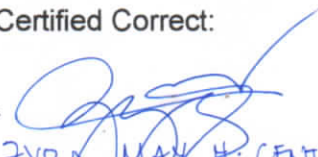
What intervention would you recommend to make the JO worker more effective?

Attend training related

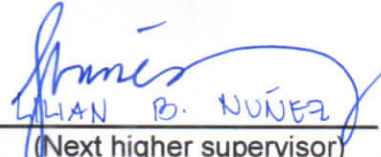
Final recommendation:

- ☒ renewal of the contract for another ____ months (if applicable)
- ☐ non-renewal of the contract due to below par performance

Certified Correct:


ERIKA M. CENTINO
(Evaluator)

Approved:


LIDIAN B. NUÑEZ
(Next higher supervisor)