



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF TEACHER  
EDUCATION**

Visayas State University, Baybay City, Leyte  
Email: [dte@vsu.edu.ph](mailto:dte@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0900 Local 1037

**JOB ORDER (JO) WORKER EVALUATION FORM**

Name of Job Order Worker: REYNALDO SACDO JR.

Equivalent Job Title: CLERK /adDRC

Name of Evaluator: JOEL D. MABALIN Date: Jan. 02, 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	
<b>I. Work Performance</b>						
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		✓				
<b>II. Work Ethics/Attitude</b>						
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?

Good Working Attitude

What are the employee's weak points?

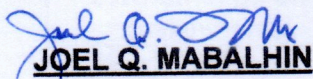
What intervention would you recommend to make the JO worker more effective?

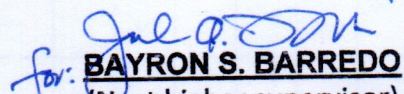
Final recommendation:

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

Certified Correct:

Approved:

  
**JOEL Q. MABALHIN**  
(Evaluator)

  
**BAYRON S. BARREDO**  
(Next higher supervisor)