



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR

**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ANNA MOR M. AJOC

Equivalent Job Title: SCIENCE RESEARCH ANALYST

Name of Evaluator: LILIAN B. NUÑEZ

Date: May 30, 2025

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?

Can achieve planned targets with minimal or no supervision.
Can easily get along well with community members and research participants



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What are the employee's weak points?

none

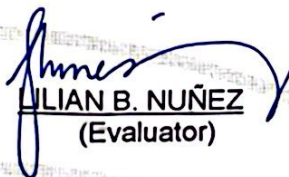
What intervention would you recommend to make the JO worker more effective?

Finish masteral studies and apply for faculty position up.
that she has a wealth of experience in community development
and research in agriculture.

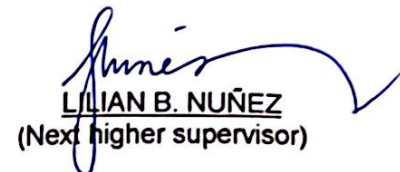
Final recommendation:

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

Certified Correct:


LILIAN B. NUÑEZ
(Evaluator)

Approved:


LILIAN B. NUÑEZ
(Next higher supervisor)

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.

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