



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Archille C. Galupo

Equivalent Job Title: Training Assistant

Name of Evaluator: MILAGROS C. PALES Date: July 1, 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	
<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:

He can be depended upon assigned tasks.

What are the employee's strong points?

Hard worker and can easily make with different personalities

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:

  
MILAGROS C. BALTES  
(Evaluator)

Approved:

  
KAREN LUZ P. YAP  
(Next higher supervisor)





## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ARCHILLE C. GALUPO

Equivalent Job Title: \_\_\_\_\_

Name of Evaluator: MILAGROS C. BALES Date: Feb 21, 2022

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:

*He is a dependable & responsible staff.*

What are the employee's strong points?

Very hard worker and goal-setter.

What are the employee's weak points?

Need to strengthen confidence.

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:

MILAGROS C. BALES  
(Evaluator)

Approved:

KAREN LIZ P. YAP  
(Next higher supervisor)