

COLLEGE OF ARTS AND SCIENCES

Visayas State University Baybay City, Leyte, 6521 PHILIPPINES Phone: 563-7747

Email: mtploreto@vsu.edu.ph Website: www.vsu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Orde	F VVOIKER: MARY JOY	P. ISRAEL		The second second
Equivalent Job Tit	le: <u>CLERK/DDI</u>	RC		
Name of Evaluato	r: DR. MA. THERESA	P. LORETO	Date:	12 29/2023
Instruction to evaluabove JO worker a below:	uators: Please write yo and give your ratings by	ur comments on the checking the appr	ne performance an ropriate number us	nd work ethics of the sing the rating scale
5 - Excellent	4 – Very Good	3 - Good	2 – Fair	1 – Poor

Criteria/evaluation statement		ı	Ratin	Comments		
	5	4	3	2	1	
Work Performance Performance of all mandated functions as listed in the contract	/					
Over all attainment of outputs agreed with supervisor	1		•			
Quality and timeliness in the attainment of agreed outputs	1					
Efficiency and customer friendly frontline service to clients			1			
Knowledge on the over-all aspect of the job assignments				100		
II. Work Ethics/Attitude					1	
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	/					
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 	1					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	/					

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 2 FM-HRM-29 V0 11-12-2021 Va CAS-10WE-



Evaluator's additional comments/recommendation	s:
What are the employee's strong points? She is willing to work be necessary. She has establic all dPRCs under CAS for	hil a group chat for
What are the employee's weak points?	
What intervention would you recommend to make	the JO worker more effective?
Final recommendation:	ths performance
Certified Correct:	Approved:
MA. THERESA P. LORETO (Evaluator)	MA. THERESA P. LORETO (Dean, CAS)

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Name of Job Order Worker: _

Equivalent Job Title:

Name of Evaluator:

Date: July 3, 2023

JOB ORDER (JO) WORKER EVALUATION FORM

MARY JOY P. ISRAEL

CLERK/DDRC

Dr. MA. THERESA P. LORETO

5 – Excellent 4 – Very Good 3 – Good		2	– Fa	iir		1 – Poor
Criteria/evaluation statement	T	F	Ratin	g		Comments
	5	4	3	2	1	
Work Performance Nerformance of all mandated functions as listed in the contract	1					
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	1					
Knowledge on the over-all aspect of the job assignments	/					START AND
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 						
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 tearmwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					

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Commitment to public service – reporting on time and willingly extend service if needed without

thinking of additional compensation

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Evaluator's additional comments/recommendations:	
What are the employee's strong points?	
She is diligent and up-to-date	n complying with
What are the employee's weak points?	SELVE STREET
None, so far.	
What intervention would you recommend to make the JO works	Name and Address of the Owner o
Final recommendation:	
renewal of the contract for another C months non-renewal of the contract due to below par performance	
Certified Correct:	Approved:
ntelneto	ntelacto
MA. THERESA P. LORETO	MA. THERESA P. LORETO
(Evaluator)	(Dean, CAS)

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JOB ORDER (JO) WORKER EVALUATION FORM

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	50	
-	-	-
	2	
	5	_

Name of Job Order Worker: MARY JOY P. ISRAEI

Equivalent Job Title:

CLERK

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

Name of Evaluator: LOVELY MAE E. BULAWAN

3 - Good

2 - Fair

Date:

1 - Poor

Criteria/evaluation statement		F	Ratin		Comments	
	5	4	3	2	1	
Work Performance Nerformance 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	V					
Efficiency and customer friendly frontline service to clients						
Knowledge on the over-all aspect of the job assignments						
II. Work Ethics/Attitude						
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	V					
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 	V					

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A globally competitive university for science, technology, and environmental conservation. elopment of a highly competitive human resource, cutting-edge scie

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order	Worker: Mary J	oy H. Piamonte	Company of the Company	NE CHARLES
Equivalent Job Title	e: <u>Clerk</u>			
Name of Evaluator	Raymund M. Igcas	sama	e concernant	Date: _July 1, 2022
				e and work ethics of the er using the rating scal
5 - Excellent	4 - Very Good	3 – Good	2 – Fair	1 – Poor

Criteria/evaluation statement		F	Ratin	g		Comments
	5	4	3	2	1	
Work Performance Performance of all mandated functions as listed in the contract.	1					
in the contract 2. Over all attainment of outputs agreed with supervisor						1.1
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						Total Land
Work Ethics/Attitude Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly			-38	13.2	200	
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	1					
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 	1					

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Evaluator's additional comments/recommendations:

+44/30 s/20

What are the employee's strong points?

- 1. Has initiative and promptness in accomplishing her assigned tasks
- 2. Achieves and exceeds goals, allowing her to show the department some positive results
- 3. Organizes and manages time well.
- 4. Maintains a positive outlook about the performance and tasks assigned
- 5. Has good communication and listening skills

What are the employee's weak points?	
So far, I observed none related to her job.	APTENDED TO THE STATE OF THE ST
What intervention would you recommend to mak	e the JO worker more effective?
Send her to job-related trainings/workshops a clerk position at the department.	and advise her to apply for the vacant
A STATE OF THE STA	tritopat of transport description in the Research
Final recommendation:	
renewal of the contract for another 6 monon-renewal of the contract due to below particles.	
Certified Correct:	Approved:
-19mg Cost	Eselmi himp
RAYMUND M. IGCASAMA (Evaluator)	EUSEBIO R. LINA, JR. (Next higher supervisor)

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Orde	er Worker: Mary J	oy H. Piamonte		
Equivalent Job Tit	tle: <u>Clerk</u>			
Name of Evaluato	r: Eusebio R. Lina, J	lr.	Date:	anuary 4, 2022
	luators: Please write y and give your ratings t			
5 - Excellent	4 - Very Good	3 – Good	2 - Fair	1 – Poor

Criteria/evaluation statement	Rating			Rating Comments	
	5 4 3 2 1				
Work Performance Nerformance of all mandated functions as listed in the contract	1				
Over all attainment of outputs agreed with supervisor	1		111		100
Quality and timeliness in the attainment of agreed outputs	1				
Efficiency and customer friendly frontline service to clients	1				
Knowledge on the over-all aspect of the job assignments		1			
II. Work Ethics/Attitude	1				
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly			5%		
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	1				
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	1				
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	1				
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 		1			

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Evaluator's additional comments/recommendations:

Has initiative, works with minimal supervision, and prompt in accomplis	hing her
assigned tasks	
What are the employee's weak points?	
	7 77 - 10
So far, I observed none related to her job.	
The Allendary April of the Control o	
What intervention would you recommend to make the JO worker more effect	tive?
	1.00
Send her to job-related trainings/workshops and recommend her to be h	ired as a
regular staff	
aluminos gyrie li produce de americanie de a	A STATE OF THE STA
Final recommendation:	
I mai recommendation.	
renewal of the contract for another 6 months	
non-renewal of the contract due to below par performance	

Certified Correct:

EUSEBIO R. LINA, JR.
(Evaluator)

Approved:

MA. THERESA P. LORETO
(Next higher supervisor)

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