



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Genalyn M. Apas

Equivalent Job Title: Clerk

Name of Evaluator: Ma. Theresa P. Loreto Date: January 5, 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	✓					
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?

She works beyond office hours, if needed.

What are the employee's weak points?

Sometimes she doesn't heed to my requests for the good of all Biotech faculty/staff

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

Constant reminder to do the tasks assigned to her

Final recommendation:

☒ renewal of the contract for another 2 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


MA. THERESA P. LORETO
Head, Biotechnology

Approved:


CANDELARIO L. CALIBO
Dean, CAS



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Genalyn M. Apas

Equivalent Job Title: Clerk

Name of Evaluator: Dr. Ma. Theresa P. Loreto

Date: June 9, 2020

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?

She is willing to work beyond office hours, if needed.

What are the employee's weak points?

None, so far.

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

None, so far.

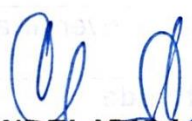
Final recommendation:

- ☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


MA. THERESA P. LORETO
Head, Biotechnology

Approved:


CANDELARIO L. CALIBO
Dean, College of Arts and Sciences