DEPARTMENT OF AGRICULTURAL EDUCATION & EXTENSION

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VISAYAS STATE UNIVERSITY

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **AIRA M. ORAÑO**

Equivalent Job Title: **CLERK**

Name of Evaluator: **DANIEL A. CAMPO**   Date: **12/27/2024**

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	5	4	3	2	1	Comments
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?
Teamwork, self-motivation, Communication

What are the employee's weak points?

What intervention would you recommend to make the JO worker more effective?
Always believe on yourself.

Final recommendation:

✓ renewal of the contract for another __6__ months
___ non-renewal of the contract due to below par performance

Certified Correct: Approved:

_____   _____
(Evaluator)   (Next higher supervisor)