



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ALMERA D. CIRCULADO

Equivalent Job Title: Admin. Assistant II

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

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Can work under Pressure

What are the employee's weak points?

Almera has been assigned to me recently, I will observe and will comment on the next appointment

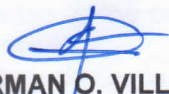
What intervention would you recommend to make the JO worker more effective?

Communicate from time to time

Final recommendation:


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

Certified Correct:



NORMAN O. VILLAS
(Evaluator)

Approved:



SEAN O. VILLAGONZALO
(Next higher supervisor)