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VISAYAS
STATE UNIVERSITY

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ELIZABETH A. ITALIO II

Equivalent Job Title: CLERK

Name of Evaluator: ATTY. RYSAN C. GUINOCOR   Date: 6/14/23

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	✓					

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: 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
No.

Evaluator's additional comments/recommendations:

What are the employee's strong points?

eagerness to learn

What are the employee's weak points?

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

Attend in house trainings

Final recommendation:

✓ renewal of the contract for another _6_ months
___ non-renewal of the contract due to below par performance

Certified Correct:

RYAN C. QUINOCOR
(Evaluator)

Approved:

for DANIEL LESLIE S. TAN 08.6.18
(Next higher supervisor)