



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **CHRISTOPHER JOHN M. STA IGLESIA**

Equivalent Job Title: **ADMINISTRATIVE AIDE III**

Name of Evaluator: **NICK FREDDY R. BELLO**

Date: **June 20, 2023**

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	
<b>I. Work Performance</b>						
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		/				
<b>II. Work Ethics/Attitude</b>						
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: