



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Marco L. Cabras

Equivalent Job Title: Clerk/ dDRC/ Messenger

Name of Evaluator: Sean O. Villagonzalo

Date: July 3, 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	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract	✓					
2. Overall attainment of outputs agreed with the supervisor	✓					
3. Quality and timeliness in the attainment of agreed outputs	✓					
4. Efficiency and customer-friendly frontline service to clients	✓					
5. Knowledge of 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 accepting all jobs assigned by the supervisor	✓					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and providing 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?

Willingness to learn new things.

What are the employee's weak points?

Improve document organization for a much easier to locate for other staff in his absence.

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

Push him to attend VSU external training for advancement of his skills like, ISO and other trainings

Final recommendation:

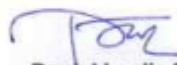
☒ renewal of the contract for another ____ months

☐ non-renewal of the contract due to below par performance

Certified Correct:


Sean O. Villagonzalo
ICTMC Head

Approved:


Daniel Leslie S. Tan
VP for Admin. & Finance

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.