



### JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: KYBEE M. CAYONE

Equivalent Job Title: CLERK/AdDRC

Name of Evaluator: JESSAMINE C. ECLEO

Date: December 23, 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	
<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:

What are the employee's strong points?

• A good speaker / communicator

What are the employee's weak points?

- Her employment status.
- Needs improvement on the performance of receiving/releasing of documents.

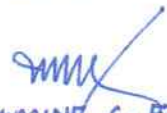
What intervention would you recommend to make the JO worker more effective?

To recommend her to attend training on good frontline service.


Final recommendation:

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

Certified Correct:

  
JESSAMINE C. ECLED  
(Evaluator)

Approved:

  
RYSAN C. GUINOCOR  
(Next higher supervisor)