



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ROSALINA D. CIRCULADO

Equivalent Job Title: Science Research Assistant

Name of Evaluator: REYNA MAE CAINTIC

Date: January 5, 2022

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	/					

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Very hardworking

What are the employee's weak points?

Time management

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

Learn to manage time


Final recommendation:

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

Certified Correct:

Approved:


REYNA MAE CAINTIC
Evaluator


ROSARIO A. SALAS
Head, Department of Horticulture



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ROSALINA D. CIRCULADO

Equivalent Job Title: Science Research Assistant

Name of Evaluator: REYNA MAE CAINTIC

Date: June 30, 2022

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

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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?

Hard working

What are the employee's weak points?

Not familiar w/ some work of computers

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

Improve computer literacy

Final recommendation:

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

Certified Correct:

Approved:

RK
REYNA MAE CAINTIC
Evaluator

RSal
ROSARIO A. SALAS
Head, Department of Horticulture

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.