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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: **ANAROSE B. ROMO**

Equivalent Job Title: **Administrative Aide III**

Name of Evaluator: **CHARMAGNE FAITH F. CAPUNO**

Date: _____

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	5					excellent document organization
2. Over all attainment of outputs agreed with supervisor	5					exceeds expectations
3. Quality and timeliness in the attainment of agreed outputs	5					submits before deadline
4. Efficiency and customer friendly frontline service to clients		4				highly approachable
5. Knowledge on the over-all aspect of the job assignments	5					can answer questions
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	5					accomplishes tasks as scheduled
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	5					data encoded when collected
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	5					serious in collecting forms
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	5					good relationship with CF Data Analyst
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	5					serious in government service

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Highly knowledgeable on the Customer Feedback Office procedures and operations. Very easy to contact and coordinate with.
Doesn't hesitate to raise issues to supervisor.

What are the employee's weak points?

May need to enhance skills on data handling, analysis, and visualization.

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

Train worker on MS Excel Basics and Fundamentals
(short keyboard shortcuts, freeze panes, data validation, etc.)


Final recommendation:

☒ renewal of the contract for another 13 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


CHARMAGNE FAITH F. CAPUNO
Customer Feedback Officer

Approved:


PROSE IVY G. YEPES
President