



VISAYAS
STATE UNIVERSITY

**Personnel Records and Performance
Evaluation Office**
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Evaluator's additional comments/recommendations:

What are the employee's strong points?

Very willing to learn and improve her performance; hardworking

What are the employee's weak points?

Does things hastily sometimes that result into missing out important details

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

Coaching. Also, and from being the clerk, she also does messagerial job which could have contributed to her weak point. It would be best if the department to given an additional personnel to do the messagerial job.

Final recommendation:

- ☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:

Analyn
ANALYN M. MAZO
DBS, Head

Approved:

Can Delario L. Galibo
CANDELARIO L. GALIBO
CAS, Dean



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Cherif-lan B. Tumulak

Equivalent Job Title: Clarke

Name of Evaluator: Analya M. Maza Date: Jan. 7, 2020

Instruction to evaluators: Please write your comments on the performance and work ethics the above JO worker and give your ratings by encircling 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		/				