



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: JAMES RAY D. DAYANDAYAN

Equivalent Job Title: Administrative Aide I

Name of Evaluator: ANGELYN F. HERMOSO 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	
<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?

He was able to grasp new concepts & ideas easily & efficiently. He was able to adapt  
to the office works under guidelines without much errors.  
He offers help to colleagues to complete some tasks.

What are the employee's weak points?

Still juggling with workloads and deadlines

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

Send J.O. workers to trainings

Final recommendation:

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

Certified Correct:

Ogeomura  
(Evaluator)

Approved:

CATHERINE L. CHAN, Ph.D.

(Next higher supervisor)





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Evaluator's additional comments/recommendations:

What are the employee's strong points?

Prompt in completing assigned duties and submits error-free outputs

What are the employee's weak points?

Despite his impressive general grasp of the job responsibilities, he lacks confidence in dealing with the clients.

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

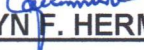
Send him to trainings

Final recommendation:


☒ renewal of the contract for another \_\_\_\_ months

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

Certified Correct:

  
ANGELYN F. HERMOSO  
(Evaluator)

Approved:

  
CATHERINE L. CHAN  
(Next higher supervisor)