

ACCOUNTING OFFICE

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Wor	rker: GILLY	MAE S. ESCASINAS		
Equivalent Job Title:	Adminis	strative Aide III		- direct gride
Name of Evaluator:	NICK FREDDY	R. BELLO	_ Date:01	/06/2025
Instruction to evaluators above JO worker and gibelow:		ecking the appropriat		g the rating scale
5 – Excellent 4	- Very Good	3 – Good 2	2 – Fair	1 – Poor

Criteria/evaluation statement		F	latin	g		Comments
	5	4	3	2	1	PERSONAL PROPERTY.
Work Performance Performance of all mandated functions as listed . in the contract	J					h I was in it.
Over all attainment of outputs agreed with supervisor	1					
 Quality and timeliness in the attainment of agreed outputs 	V					
Efficiency and customer friendly frontline service to clients		1			.,3	e statienistis.
Knowledge on the over-all aspect of the job assignments	1					
II. Work Ethics/Attitude			Park of		734	(3.711 7.005)**
Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	J	-5-		T Stat	190	1. Jobs 141 Y
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	1					2
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	1					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker		1				
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 		1				

Evaluator's additional comments/recommendations:

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.

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No. 2025-007

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Vhat intervention would you recor	mmend to make the JO worker more effective?
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