



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ALFE MAE ANN E. MARINAY

Equivalent Job Title: CLERK/dDRC

Name of Evaluator: MARLON G. BURLAS Date: JANUARY – JUNE 2024

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	<input checked="" type="checkbox"/>					
2. Over all attainment of outputs agreed with supervisor	<input checked="" type="checkbox"/>					
3. Quality and timeliness in the attainment of agreed outputs	<input checked="" type="checkbox"/>					
4. Efficiency and customer friendly frontline service to clients	<input checked="" type="checkbox"/>					
5. Knowledge on the over-all aspect of the job assignments		<input checked="" type="checkbox"/>				
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly		<input checked="" type="checkbox"/>				
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	<input checked="" type="checkbox"/>					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	<input checked="" type="checkbox"/>					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	<input checked="" type="checkbox"/>					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation		<input checked="" type="checkbox"/>				

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Able to learn and adaptable

What are the employee's weak points?

none


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

for permanent position

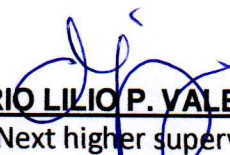
Final recommendation:

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

Certified Correct:


MARLON G. BURLAS
(Evaluator)

Approved:


MARIO LILIO P. VALENZONA
(Next higher supervisor)