



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Angelica G. Barcos

Equivalent Job Title: VSUEE Technical Support

Name of Evaluator: Dr. Nancy D. Abunda

Date: 05 January 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	
<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:

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Evaluator's additional comments/recommendations:

What are the employee's strong points?

Ms. Barros knows the job/task assigned to her.

What are the employee's weak points?

None.

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

Attend trainings/seminars in relation to her position.

Final recommendation:

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

Certified Correct:

  
**NANCY D. ABUNDA**  
Head, Instructional Materials Development

Approved:

  
**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evaluation