



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: Bryan M. Ponce

Equivalent Job Title: Cabler/ Welder/ Fabricator

Name of Evaluator: Sean O. Villagonzalo

Date: January 2, 2025

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. Overall attainment of outputs agreed with the supervisor	✓					
3. Quality and timeliness in the attainment of agreed outputs	✓					
4. Efficiency and customer-friendly frontline service to clients	✓					
5. Knowledge of 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 accepting all jobs assigned by the supervisor	✓					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and providing 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 can manage his tasks and finish them ahead of the assigned schedule with minimal instruction.

What are the employee's weak points?

Continue his plan to take CSC exam and hopefully pass

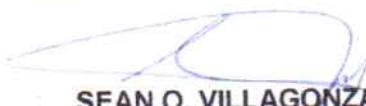
What intervention would you recommend to make the JO worker more effective?

Challenged him to acquire additional skills training with TESDA, especially on fiber optic. He was able to get the NC II certification.


Final recommendation:

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

Certified Correct:

  
**SEAN O. VILLAGONZALO**  
UIC Director

Approved:

  
**MOISES NEIL V. SERINO**  
VP for Admin. & Finance