



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: LEVEN T. LAYOLA

Equivalent Job Title: IT Staff

Name of Evaluator: JOSEPH E. PADILLA

Date: June 19, 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	
I. Work Performance						
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	/					
II. Work Ethics/Attitude						
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?

The employee displays professionalism in all tasks assigned to him. He can perform multiple tasks at the same time and deliver outputs well. He is also punctual in coming to office and has



willingness to render overtime when necessary. He has a very good customer service attitude as shown by his commitment to cater every need of the client.

What are the employee's weak points?

As of this writing, I cannot clearly ascertain any weak points of the employee.

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

As of now, his performance in the office is exceptional. Any intervention is deemed unnecessary as he is delivering all outputs well.

Final recommendation:

1 renewal of the contract for another 6 months

 non-renewal of the contract due to below par performance

Certified Correct:


JOSEPH E. PADILLA
University Admission Office

Approved:


ALELI A. VILLOCINO
VP for Student Affairs and Services