## Attachment 1.

## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker:	Pa	sa			e e	
Equivalent Job Title: Admin. Aide  Name of Evaluator: Henry Geel frame	Date	/c	Jer 1	e	2	1,0010
Instruction to evaluators: Please write your comment the above JO worker and give your ratings by encircli rating scale below:  5 - Excellent 4 - Very Good 3 - Good		е ар		riate	e num	
Criteria/evaluation statement			Rating	3		Comments
	5	4	3	2	1	
Work Performance     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						
<ol> <li>Industriousness - setting clear &amp; attainable objectives &amp; taking targets seriously and responsibly</li> </ol>	/					
<ol><li>Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs</li></ol>	/					
<ol><li>Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor</li></ol>	1					
<ol> <li>Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker</li> </ol>	1					
<ol> <li>Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation</li> </ol>	/					
Evaluator's additional comments/recommendations:  What are the employee's strong points?	\					

What are the employee's weak points?	
None Cean	m ta
BACKSTANTA TO BACKSTANTA ATTACKS ATT	noviment along the
THE STATE OF THE S	7
What intervention would you recommend to	make the JO worker more effective?
- grip reg	semanen / reg
montino	
V	
Final recommendation:	
and the said	
renewal of the contract for another 3 m	onths
non-renewal of the contract due to below	
non reneward the contract due to belo	w par performance
Certified Correct:	Approved:
Certified Correct.	Approved
	million
Comment of the commen	
Heiner Cr. Compt.	In order of looking
The later tony	1
Evaluator (	Next higher Supervisor
/	



Equivalent Job Title:

below:

Vision:

Mission:

Name of Job Order Worker: JANET O. PASA

Name of Evaluator: HENRY Y. GOLTIANO

CLERK

## PER VNEL RECORDS AND PERFORMANCE EVALUATION OFFCE

Page 1 of

FM-PRO 16 V2 05-27-2020

No. DAEEx -20-003

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

Date:

## JOB ORDER (JO) WORKER EVALUATION FORM

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

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

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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?  The does things if very little of the one feet things are the feet things are the feet the rest of the feet the same feet the rest of the rest of the feet the rest of the re	e offective. But even went
What are the employee's weak points?	1 pention
What intervention would you recommend to make the JO worker	more effective?
Final recommendation:	
renewal of the contract for another months mon-renewal of the contract due to below par performance	
Certified Correct:	Approved:
HENBY Y. GOLTIANO	VICTOR B. ASIO
(Evaluator)	(Next higher supervisor)