



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ELVIN A. CABAÑERO

Equivalent Job Title: ARCHITECT II

Name of Evaluator: DILBERTO O. FERRAREN

Date: DECEMBER 29, 2021

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?

He knows his work assignment and performs high quality
He has knowledge of environmental planning

What are the employee's weak points?

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

Try to set schedule of job to be accomplished
Training for C&E

Final recommendation

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

Certified Correct


DILBERTO O. FERRAREN
OIC, Director for Planning

Approved


DILBERTO O. FERRAREN
Vice President for Planning
Resource Generation and
Auxiliary Services

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 2 of 3
FM-HRM-26
V0 11-10-2021

No



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ELVIN A. CABAÑERO

Equivalent Job Title: ARCHITECT II

Name of Evaluator: MARCELO T. ABRERA JR.

Date: 06/22/2022

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	✓					Performance in all mandated functions is outstanding
2. Over all attainment of outputs agreed with supervisor		✓				Delivers outputs as agreed
3. Quality and timeliness in the attainment of agreed outputs		✓				Outputs are of good quality
4. Efficiency and customer friendly frontline service to clients	✓					Efficient service
5. Knowledge on the over-all aspect of the job assignments	✓					Knowledgeable in performing his assignments.
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	✓					Hardworking
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs		✓				prompt in submission
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	✓					Accepts all jobs assigned
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	✓					Collaborates effectively with other workers
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation		✓				willing to extend beyond work hours to finish the work assigned

Evaluator's additional comments/recommendations:

What are the employee's strong points?

The employee exhibits good teamwork capability, good interpersonal skills, and has high knowledge in his job.

What are the employee's weak points?

The employee takes too many projects at once, which may lead to some projects unfinished.

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

Improve job performance by keeping goals clear and focused.
Attend trainings.

Final recommendation:

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

Certified Correct:


MARCELO T. ABRERA JR.
Evaluator

Approved:


DILBERTO O. FERRAREN
Next Higher Supervisor



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: ELVIN A. CABAÑERO

Equivalent Job Title: ARCHITECT II

Name of Evaluator: MARCELO T. ABRERA, JR.

Date: 01/03/2023

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?

Professional at work and knowledgeable on his job.

What are the employee's weak points?

Taking on too many projects at once.

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

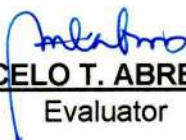
Attend trainings related to the line of work

Final recommendation:

☒ renewal of the contract for another 6 months

☐ non-renewal of the contract due to below par performance

Certified Correct:


MARCELO T. ABRERA, JR.
Evaluator

Approved:


DILBERTO O. FERRAREN
Next Higher Supervisor