



COLLEGE OF ARTS AND SCIENCES

Visayas State University Baybay City, Leyte, 6521 PHILIPPINES

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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order W	orker: MARY JO	Y P. ISRAEL		
Equivalent Job Title:	CLERK/DI	DRC		
Name of Evaluator: _	Dr. MA. THERESA	P. LORETO	Date: _	July 3, 2023
Instruction to evaluate above JO worker and below:				
5 - Excellent	4 - Very Good	3 – Good	2 – Fair	1 – Poor

Criteria/evaluation statement		F	Ratin	g		Comments
		4	3	2	1	
Work Performance Performance of all mandated functions as listed in the contract	1					
Over all attainment of outputs agreed with supervisor	/		,			
Quality and timeliness in the attainment of agreed outputs	1					
Efficiency and customer friendly frontline service to clients	/					
Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 	/					¥*
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	/					
 Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker 	/					·
 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?	
She is diligent and up-to-date	in complying with
What are the employee's weak points?	•
None, so far.	
What intervention would you recommend to make the JO wor	
Final recommendation: renewal of the contract for another months non-renewal of the contract due to below par performance.	be
	, .
Certified Correct:	Approved:
notelnote	mtylnoto
MA. THERESA P. LORETO	MA. THERESA P. LORETO
(Evaluator)	(Dean, CAS)



OFFICE THE HEAD OF RECRUIMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: proeogysu.edu.ph Website: www.ysu.edu.ph

JOB ORDER (JO) WORKER EVALUATION FORM

- Marie

Name of Job Order Worker:	MARY JOY P. ISRAEL	~
Equivalent Job Title:	CLERK	~
		1 1

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

Name of Evaluator: LOVELY MAE E. BULAWAN

3 - Good

2 - Fair

1 - Poor

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

Evaluator's additional comments/recommendations:	
What are the employee's strong points? organized, systematic and efficient	
What are the employee's weak points?	
None observal.	
What intervention would you recommend to make the JO worker	
Final recommendation:	
renewal of the contract for another months non-renewal of the contract due to below par performance	
	•
Certified Correct:	Approved:
LEVELY MAR & BULAWAN (Evaluator)	EUSEBIO R. LINA, JR. (Next higher supervisor)



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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order W	orker: Mary J	oy H. Piamonte		
Equivalent Job Title:	Clerk			a :
Name of Evaluator: _	Raymund M. Igcas	sama		Date: <u>July 1, 2022</u>
Instruction to evaluate above JO worker and below:	ors: Please write y give your ratings b	our comments on by checking the ap	the performand opropriate numb	e and work ethics of the per using the rating scale
5 - Excellent	4 - Very Good	3 – Good	2 – Fair	1 – Poor

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

Evaluator's additional comments/recommendations:

What are the employee's strong points?

- 1. Has initiative and promptness in accomplishing her assigned tasks
- 2. Achieves and exceeds goals, allowing her to show the department some positive results
- 3. Organizes and manages time well.
- 4. Maintains a positive outlook about the performance and tasks assigned
- 5. Has good communication and listening skills

What are the employee's weak points?	
So far, I observed none related to her job.	
raicion L. C.	
What intervention would you recommend to make the JO worker	more effective?
Send her to job-related trainings/workshops and advise her to	apply for the vacant
clerk position at the department.	
·	
Maria Carlo	
Final recommendation:	
✓ renewal of the contract for another 6 months	
non-renewal of the contract due to below par performance	
Certified Correct:	Approved:
RAYMUND M. IGCASAMA (Evaluator)	EUSEBIO R. LINA, JR. (Next higher supervisor)



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JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order W	orker: Mary Jo	y H. Piamonte		
Equivalent Job Title:	Clerk			
Name of Evaluator: _	Eusebio R. Lina, Jr		Date:	January 4, 2022
				ce and work ethics of the ber using the rating scale
5 - Excellent	4 - Very Good	3 – Good	2 – Fair	1 – Poor

Criteria/evaluation statement		F	Ratin	g		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	✓					
 Quality and timeliness in the attainment of agreed outputs 	1					
 Efficiency and customer friendly frontline service to clients 	√					
Knowledge on the over-all aspect of the job assignments		1				
II. Work Ethics/Attitude	✓					
 Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly 						
Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	1				P	
 Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor 	1					
Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	1					Tee.
 Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation 		1				

Evaluator's additional comments/recommendations:						
What are the employee's strong points?						
Has initiative, works with minimal supervision, and prompt	in accomplishing her					
assigned tasks						
What are the employee's weak points?						
So far, I observed none related to her job.	1					
What intervention would you recommend to make the JO worke	r more effective?					
Send her to job-related trainings/workshops and recommend	d her to be hired as a					
regular staff						
Final recommendation:						
renewal of the contract for another 6 months	. •					
non-renewal of the contract due to below par performance						
Certified Correct:	Approved:					
	41.1.					
Eschibine.	MA. THERESA P. LORETO					
EUSEBIO R. LINA, JR. (Evaluator)	(Next higher supervisor)					