



## JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: GOFREDO ROMEO  
Equivalent Job Title: ADMIN. AIDE I

Name of Evaluator: RODEN TRAYO

Date: JAN. 16, 2024

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. 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   | ✓      |   |   |   |   |          |
| <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 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?

Able to work and communicate effectively w/ diverse people, willing  
to work in different environment.

What are the employee's weak points?

Impatient, get easily frustrated w/ others

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

Needs supervision

Final recommendation:

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

Certified Correct:

Approved:

Roder H. 2020  
Evaluator

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Next Higher Supervisor